

*National Interagency Fire Center*



**Military Use  
Handbook**

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# MILITARY USE HANDBOOK

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CLIFF NOTES  
For terminology refer to the Glossary

The NIFC Military Use Handbook provides guidance for Federal Wildland Fire Agencies who receive Military Battalions to augment their firefighting efforts. The Handbook also provides guidance on mobilizing battalions including the mission, what to bring, what is provided, and an overview of firefighting operations and Military Command & Control.

Deployed Battalions work for the Incident Commander (IC); battalions are under the operational control (OPCON) to the 5th U.S. Army (5A) and tactical control (TACON) to the IC.

NIFC / The Incident provides or funds, and coordinates the following:

- ▶ Transportation from the departure airfield to the incident
- ▶ Transportation from the incident to home station airfield
- ▶ Class I (meals) [From arrival at the incident through return to home Station]
- ▶ Showers
- ▶ Laundry
- ▶ Latrines
- ▶ On site transportation
- ▶ Command & Control (C2) vehicles; 4 each per battalion, either provided by the battalion, GSA, host agency, or rental. (Funded by NIFC)
- ▶ Firefighting Personal Protective Equipment (PPE) and Equipment (see list p 20-2)
- ▶ Power (Hardline or generator)
- ▶ Phones and lines for military Tactical Operations Center (TOC).
- ▶ Petroleum, Oils, & Lubricants (Class III) support
- ▶ Trash service
- ▶ Sufficient space for TOC's and sleep tents at Incident Base Camp
- ▶ Copier
- ▶ Commissary (provided by AAFES, funded by NIFC)
- ▶ Mailing address; FedEx/UPS capability and funding
- ▶ Morale, Welfare, Recreation (MWR) phones (availability & number varies by incident)
- ▶ Tactical radios (does not include TACSAT)
- ▶ Maps of incident and area
- ▶ Incident Action Plan (IAP); essentially a daily Operations Order (OPORD)
- ▶ Charge Code (fund cite) for approved, military issued boots

The Battalion Brings:

- ▶ Battalion Aid Station (BAS) personnel and tentage
- ▶ 24 hour medevac helicopter coverage
- ▶ TOC Tentage
- ▶ Laptops, & fax capability
- ▶ Individual soldiers equipment as follows:

a. WORN/CARRIED:

1 Set BDU W/Soft Cap/Beret

1 Pair, Boot Combat, leather speed lace  
(approved for wildland fire use)

ID Card

ID Tags

Cravat

Ear Plugs W/Case

b. A Bag:

Pin-on Name Tags and

Rank/Branch Insignia

(For wear on NIFC-provided  
Nomex Shirts)

Gortex -like (jacket & pants)

4 Pair Boot Socks

4 Pair Liner/Poly Socks

2 Pair Underwear

Foot Powder

Rucksack (without frame)

2 Each Brown T-shirt

Poncho

Sun screen

Chapstick

Insect Repellent for Ticks

Toilet Articles (15-Day Supply)

2 Canteens (1 qt) w/covers

Medicinal Items

c. B Bag:

Duffel Bag

Field Jacket Liner

Sleeping Bag

Watch Cap

Sleeping Pad

Wool Scarf

\* Suitable tentage

Wet Weather Gear

Second Pair Combat Boots

Toilet Articles (15 Day supply)

1 Set BDU

2 Drawers - Man Wool

2 Towels

2 Shirts/Sweater, Wool

2 Laundry Bags

2 Pair Cold Weather Underwear/Drawers

Shower Shoes

5 Each Brown T-shirts (Minimum)

PT Uniform (Complete)

\* NIFC stocks sufficient tentage for 2 battalions; dependant upon battalion requirements, location and weather conditions, tentage will be provided by either NIFC or the military.

Military personnel: Prior to arrival of the NIFC Advance Party, (ADVON) Briefing Team, please take time to read this handbook and view the NIFC Firefighting videos.

For additional information, once deployment notification is received, contact the Defense Liaison Officer (DLO) at the National Interagency Coordination Center (NICC), located at the National Interagency Fire Center, Boise Idaho, (208) 387-5400.

## CHAPTER 10

### GENERAL

- 10.1 Purpose
- 10.2 Overview
- 10.3 Ordering Requirements and Procedures
- 10.4 Authorities/Responsibilities
- 10.5 Billing Procedures

## CHAPTER 10 - GENERAL

10.1 Purpose. The purpose of this operational handbook is to provide: (1) a compendium of material about the lessons learned from use of military assets, (2) an overview of the mobilization process, (3) check lists which can be used to ensure the effective use of military resources.

10.2 Overview. (Exhibit 1, Military Training Mobilization Process, provides a detailed overview of this process). Approximately five days are required after the decision to use military assets before trained soldiers (firefighters) are available for their first operational assignment.

Proactive planning and decision making are essential to ensure the military is mobilized efficiently. The National Preparedness Plan (Chapter 20 of the National Interagency Mobilization Guide) identifies check points and tasks which must be completed to meet this objective.

It must be recognized the mobilization of military assets is a complicated, detailed, and time consuming process. This task cannot be accomplished within the existing organizational structure. Military Liaison Officers will be needed at almost every level including the National Interagency Coordination Center (NICC), Geographic Area Coordination Centers, Area Command or Agency Headquarters and at individual incidents.

In addition to the Military Liaison Officers assigned to the various organizational levels, a Battalion Military Liaison position is assigned to each battalion of military firefighters. This liaison travels to the military installation, begins the coordination process, oversees the training, accompanies the battalion to the incident, and provides liaison between the Battalion Commander and the Incident Commander. The Battalion Military Liaison (BNML) is the key person in mobilization and coordination.

This operational guide is applicable for regular military assets. It does not apply to operations conducted by National Guard units or regular military units working under local Memorandums of Understanding.

Military personnel are required to meet Service Physical Fitness Requirements on a recurring (biannual or annual depending on the service) basis. These requirements meet fire agency standards and preclude the need to administer a fitness evaluation.

10.3 Ordering Requirements and Process. Before military assets can be mobilized, all civilian resources must be committed either to active fires or to initial attack. The NICC will ensure civilian resources are committed prior to ordering military assets.

- A. NICC will place all orders for military assets to the Director of Military Support (DOMS).
- B. DOMS will source through Joint Forces Command and their Executive Agent for Wildfire Support, Forces Command (FORSCOM).
- C. Upon the advance of NIFC to Preparedness Level 4, a CONUSA Defense Liaison Officer (DLO) will be appointed.
- D. The length of mobilization for any battalion will not exceed 30 days. Agency personnel assigned to a battalion/incidents should plan on a 30 to 33 day assignment.

- E. Activated DOD units can be reassigned within or to another Geographic Area(s) if situations warrant, unless preempted by a priority DOD mission.

At the time of initial order and through about day 3, it is important to specify and coordinate what resources will be furnished by the military and by the wildland fire protection agencies. At the incident a joint review process should be established to ensure only essential resources/services are ordered. Incident commanders must consider the fact all civilian resources have been exhausted and the possibility that items normally available to them from local communities may also be exhausted.

#### 10.4 Authorities/Responsibilities.

A. National Interagency Fire Center (NIFC):

- Ensure all civilian resources are committed.
- Request the assignment of a DLO.
- Pass all requests for military assistance to the DLO.
- Provide guidance/clarification on resources being mobilized.
- As appropriate, negotiate which services are reimbursable as outlined in the Department of Defense and Department of Agriculture/Interior Memorandums of Understanding.
- Monitor deployment of military resources and provide assistance as may be appropriate.
- Provide training as outlined in this guide.
- Send an advance party to the military installation to provide assistance and a briefing on their mission.
- Provide a BNML, Deputy BNML, 4 Strike Team Leaders-Crew, and 28 Military Crew Advisors per battalion.

B. Agency Receiving Military Assistance:

- Begin coordination with the DLO at the NICC.
- Provide a Primary Point of Contact (POC).
- Provide/arrange for military office space as appropriate.
- Negotiate/coordinate through appropriate channels which military resources will be mobilized.
- Provide timely feedback on all aspects of military operations.
- Submit through the appropriate channels an "After Action Report" on the use of military resources.
- Once military resources have been ordered, begin the coordination process with the Battalion Military Liaison, who will be at the military installation providing assistance.
- Be prepared to meet and brief the military advance party. An Agency or Area Command Liaison Officer may need a staff including: Communication Unit Leader, Agency Aviation Military Liaison, Logistics Coordinator, Plans and Public Information Coordinator to work with the military advance party.
- Identify and provide a US Postal Service mail address for correspondence with military personnel. Agency name, address, incident etc.

C. Incident Commander:

- Provide Liaison Officer to travel to the Advance Party briefing at the military installation.
- Coordinate with Agency/Area Command Liaison Officer for Resources the

- military will and will not bring to the incident.
- Be prepared to manage/support additional military assets including 4 to 6 commercial or military command & control vehicles.
- Provide a minimum of 10 acres of camp area for each battalion/task force.
- Provide a formal initial briefing for the Battalion Commander and his staff.
- Involve the Battalion Commander and staff in planning/coordination meetings.

D. Defense Liaison Officer (DLO)

- The DLO is the on-scene, single point of contact for the DoD. The DLO closely confers with NICC to ensure prompt, effective and appropriate use of federal military assistance to fire suppression efforts.
- Additionally, the DLO's Defense Coordinating Element (DCE) staff and team of Liaison Officers (LNO) form an indispensable core which assist NIFC in coordinating military support activities.
- The DLO will review requests for military assistance prior to transmittal and will advise the NICC on military related matters. He/she will also advise NIFC which requirements are/are not appropriate for the DoD.

10.5 Billing Procedures Billings incurred by military agencies will be sent to the appropriate CONUSA Headquarters for review and then forwarded to the National Interagency Fire Center. The Agency(s) at NIFC which received assistance will process payments after appropriate review and verification.

Any Agency field office receiving invoices from the military or supporting installations will send those invoices through appropriate channels to NIFC.

Refer to Chapter 100 for specific guidance regarding financial management issues.



## CHAPTER 20 - RESOURCE ORDERING PROCEDURE FOR MILITARY ASSETS

- 20.1            Ordering Process
- 20.2            Follow-up Orders By Military
- 20.3            Commissary/AAFES
- 20.4            Demobilization Procedure

## CHAPTER 20

### RESOURCE ORDERING PROCEDURES FOR MILITARY ASSETS

20.1 Ordering Process. The established resource ordering process will be followed, utilizing the following format.

20.1.1 NICC determines the availability of civilian suppression resources.

20.1.2 If civilian resources are not readily available, the resource request(s) will be returned from NICC to the Geographic Area Coordination Center (GACC) indicating military assets are the only available resources, and the estimated timeframes for delivery.

20.1.3 The resource order(s) will be passed back from the GACC to the ordering dispatch center, indicating military assets are the only available resources and estimated timeframes for delivery.

20.1.4 The resource order(s) will be passed back from the ordering unit dispatch center to the incident indicating military assets are the only available resource and estimated timeframes for delivery. The unit dispatch center must certify the incident needs are current and ensure military integrity will be kept intact by deploying a minimum of 1 battalion (25 crews) to the same incident. The unit dispatch or GACC may have to reassign civilian crews to other incidents so outstanding crew orders can be grouped on one incident.

20.1.5 Incidents must re-order military assets on the appropriate resource orders in the following format:

A. Crews - are ordered by battalion (25 crews @ 20 person per crew). Each battalion will have 1 "Crew" request number. Each battalion will be deployed to the same incident. A battalion or task force, including Command / Control and support should not exceed 560 personnel.

B. Aviation - Aviation support will be ordered by required missions. Each group (type) of missions will have its own Aircraft ("A") request number. Refer to chapter 70 for ordering procedures. This includes the medevac helicopter support.

20.1.6 The resource order(s) will then be passed from the incident through established dispatch channels to NICC. NICC will forward these orders to DOMS.

20.1.7 NICC provides the following resources:

20.1.7.1 For each battalion or task force:

A. Transportation from the military departure airfield to the incident and return to home station. Air or ground, whichever is appropriate.

B. Fund cite (charge code) for organic or the acquisition of 4 command/control vehicles.

C. Fund cite for express mail delivery (Federal Express, UPS, etc) from home installation to the incident every other day.

- D. Mobile Food Service, Shower and Laundry Facilities; a minimum of one mobile kitchen and one shower unit initially.
- E. Daily Transportation at the incident
- F. Power
- G. Maps
- H. Petroleum, Oils & Lubricants
- I. 5 command/tactical radio kits (80 programmable radios).
- J. Cellular telephones may be provided on a case by case basis.
- K. A Battalion Military Liaison (BNML), Deputy BNML, 4 Strike Team Leaders (STLM) plus 28 Military Crew Advisors (MCAD). These positions deploy with the battalion and remain throughout the assignment.

20.1.7.2 For each military personnel:

- A. 2 fire resistant shirts \*\*
- B. 2 pair fire resistant pants \*\*
- C. 1 Fire Shelter w/ carrying case
- D. 1 Hardhat
- E. 1 pr safety glasses or goggles
- F. 1 Headlamp w/ batteries
- G. 1 pair gloves
- H. 1 flat file & handle (for tool sharpening)
- I. 1qt canteens without covers (2 each) \*
- J. 1sleeping bag \*
- K. firefighter web gear/day pack for each fireline worker #

\* provided by the incident if needed.

# limited availability; Determination is made at time of order.  
Generally sufficient for 1st & 2nd deployed battalions.

\*\* exchanges for wrong sizes will occur at the incident.

20.1.8 Prior to the arrival of a battalion at an incident, NICC will:

- A. Initiate resource orders for, and mobilizes the BNML, Deputy BNML, 4 STLMS, and 28 MCADs to NIFC.
- B. Request the GACC initiate a change order for the BNML, Deputy BNML, 4 STLMS, and 28 MCADs to the appropriate incident.
- C. Initiate resource orders for, and mobilizes Catering, Showers unit and radios.
- D. Request the GACC to initiate a change order for the Caterer, Shower unit and radios.
- E. The GACC will request Overhead, Equipment and Supply (radios) request numbers from the incident for these resources. NICC will transfer resources assigned from the initial NICC order to the Incident order.

20.1.9 The incident, must order adequate support equipment, transportation and hand tools to equip 500 firefighters plus 50-60 support personnel. The incident is responsible for supplying petroleum, oils, lubricants fuel for ground vehicles and aviation fuel for aviation assets. All firefighting personnel will come equipped with personal protective equipment (PPE).

20.1.10 Command & Control helicopters are ordered separately, based on Incident Command & Staff needs.

20.1.11 Military medevac helicopters (aircraft requests) must be ordered separate from the Battalion (crew requests). Medevac helicopters are not automatically a part of, or mobilized with the assigned battalion. When the medevac helicopter(s) are located away from the incident helibase, the host agency will need to provide appropriate transportation for the flight crew(s).

20.2 Follow-up Orders By Military. All other civilian support requested specifically by the military at the incident, will follow normal incident ordering procedures.

20.3 USFS Commissary/Army and Air Force Exchange Service (AAFES).

- Military units may utilize NIFC contracted commissary services or can obtain commissary support through AAFES.
- Civilian firefighters may not use AAFES when a USFS National Contracted Commissary Services unit is assigned to the incident.

20.4 Demobilization Procedures. Demobilization procedures will be accomplished through coordination channels in the same manner as mobilization. A lead time of 72 hours is needed to release military firefighters. NICC will release assets to the military and may provide transportation to home station(s). The incident should be prepared to provide ground transportation to the demobilization jetport. All tools, PPE and other firefighting equipment issued, except boots, must be collected at the incident prior to demobilization.

## CHAPTER 30

### ADVANCE PARTY

- 30.1 General
- 30.2 Positions and Qualifications
- 30.3 Responsibilities
- 30.4 Discussion Topics - Briefings

## CHAPTER 30 - ADVANCE PARTY

30.1 General. The purpose of the NIFC Advance Party is to provide a briefing to the command and support staffs of the involved military units. This may involve personnel from Battalion through Division level but at a minimum should include the Battalion and Task Force Commanders and their respective logistics staffs. The briefing covers the following subjects:

- National wildfire fire situation
- Incident intelligence inclusive of maps
- Military support requirements
- Aviation issues (24 hour military medevac capabilities at incident)
- Aircraft capabilities currently on-site
- Communication issues
- Public Information issues
- Meal accommodations while on the military site
- Use of military transportation by the training cadre and STLM's (40 pax bus)
- Inspection of 8 classrooms to be used and the equipment check
- Coordination of the personal protective equipment (PPE) issuance
- Business Management issues
- Exchange of telephone listings of key contacts.
- Military Advance Party considerations and arrangements
- Preparation and coordination for all involved over the next 30 days
- Arrangements to assign STLMs & MCADs to battalion in the morning formation.
- Arrangements for mail and telephone use at the incident(s)
- Arrangements for military and civilian command & control linkage at incident

Upon completion of the general briefing, separate specific briefings with question/answer sessions should be conducted involving the individuals of the advance party and their counterparts from the military. The involved military commanders should remain for the logistics briefing. Additionally, a representative from the supporting CONUSA will arrive at the supporting installation to brief the chain-of-command on the firefighting mission.

A video presentation beginning with the decision process of military activation including training, mobilization, daily life in fire camp and redeployment will be presented by the Agency Advance Party. The video is designed to orient military and agency staffs having involvement.

30.2 Positions and Qualifications. The Advance Party will be composed of a minimum of eight civilian subject matter experts. All members will be approved by the National MAC group and be ordered by the National Interagency Coordination Center.

30.2.1 Chief of Party (COP). The Chief of Party will be appointed by and report to the National MAC Group. The individual will be a senior representative of one of the Federal wildland fire organizations with intimate knowledge of NIFC and fire operations.

30.2.2 Battalion Military Liaison. Each BNML is selected by the National MAC Group. The BNML is the Battalion Commanders' liaison to the incident/Agency and Area Command. This person should be well versed in military mobilizations / use in suppression support.

30.2.3 National Military Logistics Coordinator. The National Military Logistics Coordinator will be appointed by the NICC. This individual will be a qualified Coordinator with experience in

military mobilizations.

30.2.4 Communications Officer. The Communications Officer will be a senior communications specialist provided by the National Interagency Radio Support Cache (NIRSC) at NIFC. This individual will be expert in incident communication systems and familiar with military communications capability.

30.2.5 Aviation Officer. The Aviation Officer will be a qualified rotor-wing pilot/aviation specialist appointed by the United States Forest Service (USFS), Office of Aircraft Services (OAS), and Bureau of Land Management (BLM), Aviation Groups at NIFC.

30.2.6 Public Affairs Officer. The Public Affairs Officer will be assigned from the National Fire Information Office. This individual will be an experienced fire information officer with a knowledge of military public affairs desirable.

30.2.7 Training Coordinator. The Training Coordinator will be appointed by the NIFC Chief, National Fire Training Support Group. This individual will have experience in military training operations.

30.2.8 Financial Advisor. A Financial Advisor will be appointed by the National Interagency Fire Center.

30.2.9 Incident Management Team Liaison. Each Incident Commander (IC) receiving military Bn/TFs will appoint a liaison. This individual should have experience in military involvement with wildland fire suppression operations.

### 30.3 Responsibilities.

#### 30.3.1 Chief of Party.

- A. Establish initial contact with military installation and establish briefing times and locations.
- B. Ensures all party members are fully briefed on individual roles.
- C. Orders aircraft and identifies necessary ground transportation through the NICC.
- D. Provides introductions of party members to the military and gives a general briefing on the National fire situation and the NIFC role.
- E. Outlines fiscal responsibilities and procedures.

#### 30.3.2 National Military Logistics Coordinator.

- A. Establishes contacts at the military installation for use by NICC during deployment and commitment of troops.
- B. Provides for maps of the incident(s), surrounding area, and western U.S. with location of major fires.

- C. Provides copies of Military Use Handbook NFES 2175.
- D. Provides general briefing on the national coordination system and the role of the system in supporting the military.
- E. Provides specific briefing concerning necessary equipment needed to support the troops and support to be provided by the National Interagency Fire Center.
- F. Introduces the Training Logistics Officer who will remain at the installation as the senior NIFC representative and liaison between the installation, the training team, and Military Logistics Coordinator until the BNML is deployed.

30.3.3 Battalion Military Liaison. Present overview of suppression duties the battalion performs once assigned to an incident. As an aid to clarify firefighting duties, the chart below outlines the progression of assignments a battalion/task force may encounter.



30.3.4 Communications Officer.

A. Provides a general briefing to command and staff on type and capability of communications equipment provided by NIFC.

B. Meets with Military Communication Specialist to provide specific information regarding fire communications systems and its interface with military communications.

30.3.5 Aviation Officer.

A. Provides status of aircraft by type which will be on the incident and explains basic operating procedures to include communications linkage.

B. Meets with military aviation support personnel to assist in determining their aviation requirements.

C. Provides point of contact at the incident for air operations.

D. Provides a high quality map showing the location of incident helibase, heliports and nearest commercial airport(s).

E. Explains use and requirement of highly reflective paint and avionics package.

30.3.6 Public Affairs Officer. Provides a general briefing on public affairs role at the incident and provides point of contact for the military PAO at the incident.

30.3.7 Training Officer. Provides the organizational structure, timeframes, schedules, and overall objectives of the training effort.

30.3.8 Financial Advisor. Provides information for reimbursable and non-reimbursable financial support needs; billing, procurement and ordering procedures; costs and incident accounting information and exchange point of contacts information.

30.3.9 Incident Management Team Liaison. Provides specific information pertaining to the incident the battalion will be assigned to.

30.4 Discussion Topics Briefing. Ensure the following topics are addressed in the initial briefings with the military:

30.4.1 Explain the entire spectrum of fire suppression and the changing conditions which may occur. Initially the military will in most cases, be assigned mop-up activities. Within a few shifts they may (conditions will dictate) be reassigned to hotline fire activities.

30.4.2 As military personnel gain experience, there may be a need to assign platoons and/or companies to separate locations on an incident. This could include the use of spike (remote) camps.

30.4.3 Chainsaw training may be provided at the incident based on the skills and abilities of the soldiers. The BNML will discuss / negotiate this training with the Battalion Commander.

30.4.4 An overview to the unit commander and battalion staff of the Incident Command System (ICS), ICS Organization, and incident planning process.

30.4.5 Assist the deploying battalion in sending a military Advance Party (TF ADVON) to the

incident site. Arrange POC's as needed. Encourage TF ADVON to link-up with onsite LNO.

30.4.6 Length of work shift, R & R, etc. and coordination of these with the Incident Management Team.

30.4.7 The initial briefing should address what the fire agency and the military will each provide.

The Base Support Installation or deploying unit will provide the following (minimum).

- Tentage for Battalion Headquarters
- Organic communications back to home station (TACSAT)
- Battalion Aid Station, medical personnel and tentage
- 1 Organic Aide Station with M.D. or P.A. per battalion
- 24 hour medevac helicopter coverage
- 4 Command/Control vehicles (if commercially procured or government vehicles are not available).
- suitable tentage/shelter halves for each soldier, based on battalion requirements, location, etc.
- Sufficient ADP for internal administrative requirements
- AFFES Support - DLO coordinated prior to departure from home station.

## CHAPTER 40

### TRAINING

40	Military Training
40.1	General
40.2	Organization and Staffing
40.3	Qualifications and Responsibilities
40.4	Training Equipment and Supplies
40.5	Facilities
40.6	Sequence of Events
40.7	Military Aviation Training

## CHAPTER 40 - TRAINING

40.1 General. The NIFC is responsible for training active military personnel for wildland firefighting, training civilian overhead personnel assigned to work with the military units, and facilitate assigning the STLM's & MCAD's to their military counterparts. A half-day of classroom orientation and training is provided at the unit's home station by the Military Training Cadre and assigned Military Crew Advisors (MCAD). This is followed by two days of field training conducted at the incident by the MCADs. This training is equivalent to the S-130 and S-190 courses given to agency firefighters. The military firefighting training process is slightly different from the standards provided to wildland firefighters. The military provides extensive training in organization, discipline, physical fitness and other skills which facilitate quick utilization in a wildland fire capacity. On-the-job training and improvement of performance skills continues throughout the assignment under direction of the BNML/MCADs, with safety a primary concern.

TRAINING CADRE SUPPORT AT THE MILITARY INSTALLATION - The Training cadre should be lodged off post. The military will provide transportation. Military dining facilities may be used by the cadre. Installations will make available telephones and facsimile capabilities to the Training Coordinator (TC) and Battalion/Military Liaison (BNML).

### 40.1.1 Classroom Training. Includes the following topics:

- Introduction
- Fire Situation
- Fire Organization
- Fire Terminology
- Fire Behavior
- Eighteen Situations and Fire Orders
- Fire Shelters
- Hand tools
- Suppression and Mop up Techniques
- Fireline Safety

40.1.2 Field Training at the incident consists of actual firefighter training. The assigned Military Crew Advisors (MCAD), Military Officers in Charge (OIC), and BNML will determine when military crews are incorporated into the suppression organization. Each BNML, OIC, and MCAD will utilize a field training checklist as an aid in determining this readiness. Field Training includes the following topics:

- Reinforcement of material learned in the classroom as well as on-the-job training.
- The 18 Situations and 10 Standard Orders. Related to specific conditions at the fire location.
- Personal protective equipment.
- Use, transportation and maintenance of tools.
- Line construction techniques and proper use of appropriate tools.
- Crew coordination techniques.
- Fireline safety.
- Securing the control line and mop up.

40.2 Organization and Staffing. Exhibit 10, Appendix shows the organization of the training cadre.

40.3 Qualifications and Responsibilities. Training Cadre Advanced Party will consist of:

- Training Coordinator
- Logistics Coordinator (Field)
- Procurement Assistant

40.3.1 Training Coordinator (TC) is appointed by and reports to the National Military Coordinator, NIFC. The TC is responsible to ensure successful completion of the mission. The TC must be a highly qualified fire training instructor with experience training military firefighters. The TC is responsible for:

- Organizing and supervising the training cadre, and selecting support staff necessary to complete the mission.
- Traveling as a member of the Advanced Party to coordinate training objectives, scheduling, classroom and equipment needs with the military.
- Attending military command briefings to orient commanders, staff, and family members to the training program and fire assignment.
- Assigning Strike Team Leaders, and Military Crew Advisors to their military counterparts. Ensures orientation and briefing of all overhead prior to assignment.
- Obtaining current situation reports from the NIFC Military Coordinator and briefing members of the training cadre, military commanders, and MCAD.
- Making periodic reports to the National Military Coordinator, NIFC.
- Leading evening reviews of each day's events and ensuring appropriate notes of these meetings are kept.

40.3.2 Lead Instructor is appointed by, and reports to the TC, Military Training Cadre. The Lead Instructor must be a highly qualified fire training instructor with experience in military firefighter training. The Lead Instructor will:

- Serve as acting TC.
- Monitor instructor presentations for quality, standardization and progress of subjects. This includes the Military Crew Advisors used as assistant instructors.
- Solve problems arising in the distribution and operation of training equipment, both military and civilian.
- Serve as the point of contact for Logistics and Finance, to meet the needs of the instructor cadre.
- Report to the TC at the end of the morning and afternoon training sessions, and attend evening reviews.
- Upon returning to NIFC at the end of the training detail, conduct de-briefing of cadre and re-assemble training materials for next mobilization.
- Perform as a classroom instructor should the need arise.

40.3.3 Logistics-Training Assistant must have experience in the mobilization of the Military Training Cadre. It is desirable for this person to have experience as a member of a military instruction team. This position reports to the TC, and will:

- Assist in the mobilization of the Military Training Cadre.
- Order, assemble and assign training materials, tools and equipment, and personal portable radios to the training cadre.

- Maintain a manifest of cadre members, personnel gear and training materials; ensure weights are listed separately.
- Make contact with the military and provide them with a list of needs including: classrooms, audio-visual equipment, on-post dining and transportation requirements.
- In conjunction with the Procurement Assistant, arrange for off-post food, lodging and transportation for cadre.
- Provide maps of the training site showing location of classrooms and dining facilities (with hours of operation). Will also provide organization charts of military units to be trained.
- Ensure that classrooms are set up properly, with adequate seating and audio-visual equipment.
- Identify military point of contact for obtaining classroom equipment and materials.
- Secure intelligence on the current fire situation.
- Reorder supplies for each additional battalion to be trained.

40.3.4 Logistics Coordinator (Field) must have knowledge and experience in the mobilization and coordination of national, area and local resources. It is desirable for this person to be at least Supervisory Dispatcher qualified. Experience with previous military mobilization and/or military service is preferred. This person reports to the TC and will:

- Attend briefing at military installation with Base/Regiment/Battalion/Wing Commanders and Staff. Attend additional briefings with the S-1, S-3, S-4 and military Movement Coordinator as needed.
- Coordinate actions with the National Military Logistics Coordinator.
- Acquire copies of resource orders for Personal Protective Equipment (PPE) from the National Military Logistics Coordinator, may assist with acquisition and delivery for military personnel.
- Assemble and assign portable radios, cellular telephones and facsimile machine(s) to the Training Cadre and BNML.
- Coordinate with military counterparts for classroom, and audio-visual needs, Cadre and Logistics personnel office space, on-post dining and transportation requirements.
- Provide and exchange pertinent telephone numbers for Agency and military contacts.
- Provide logistical support to the Training Cadre as needed.
- Coordinate with the Regiment/Battalion S-4 (Supply) for delivery, security, issuance and accountability of PPE.
- Arrange for the return of unissued PPE.
- Arrange for military assistance (6 to 8 people) in preparation of issuing and recording of PPE. Coordinate with TC for time frames. Monitor issuance and provide assistance as needed.
- Maintain dialogue with NICC and TC for scheduling and capabilities of aircraft assigned for battalion transport to incident(s).
- Ensure aircraft passenger manifests and load configurations are completed and shared with appropriate parties (NICC, Loadmasters, Movement Coordinator, etc).
- Relay transportation information to the appropriate military contacts (Wing/Regiment/Battalion S-3).
- Identify military Advance party and travel itinerary and relay to NICC.
- Confirm and disseminate U.S. Postal Office mailing address of incident(s) to military contacts (Regiment /Battalion S-1).

#### HELPFUL HINTS:

- PPE should arrive 1 day prior to 1st training day.
- Coordinate with local suppression agency (Forest, District, etc.) for temporary personnel support.
- Military personnel needing to exchange or acquire additional PPE should do so at the incident or a National Fire Equipment and Supply (NFES) cache if landing at a National NFES Cache.
- Facsimile machine(s) compatible with cellular telephones have been very useful.

40.3.5 Logistics-Ramp/PPE Manager must have knowledge and experience in the mobilization and coordination of national, area and local resources. It is desirable for this person to be at least Support Dispatcher qualified. This person reports to the Logistics Coordinator (Field) and will:

- Manage military personnel and cargo embarkation in conjunction with the Division Transportation Officer (DTO) of the cooperating military installation.
- Ensures hazardous material regulations are enforced.
- Oversees aircraft/flightline safety while fueling.
- Assist in resolving issues or problems associated with the aircraft, passengers or flight.
- Oversee aircraft loading; record and inform the flight crew of personnel and cargo distribution for weight and balance computations.
- Arrange through Logistics Coordinator (Field) for 10 to 14 soldiers to assist (same group throughout all deployment flights) with baggage loading.
- Attain proper take-off and landing authorizations (Prior Permission Requests) from Logistics Coordinator or NICC. Identify staging and loading areas.
- Contact civilian airport manager or military flight Control - Advise of mission aircraft type, ETAs and fuel requirements.
- Coordinate with the BNML and Battalion S-1 for passenger and cargo manifests until completed accurately.
- Arrange with Division Transportation Officer (DTO) for aircraft tug or equivalent.
- Relay all aircraft flight following information to NICC within established guidelines.
- Assist the Logistics Coordinator (Field) with the completion of the duties and responsibilities of the Logistics Coordinator (Field) as necessary.

40.3.6 Procurement Assistant must have procurement authority (\$10,000 warrant preferred) and be capable of working with the Instructor Cadre and the private sector. It is desirable for this person to be qualified to instruct S-130 and S-190. This position reports to the TC and works with the Logistic Assistant. The Procurement Assistant will:

- Negotiate and/or formalize all procurement agreements e.g., lodging, meals, vehicles, and pay all resultant bills.
- Instruct in area of expertise on an emergency basis.
- Coordinate actions with the Logistic Assistant.

40.3.7 Instructor must be a highly qualified fire training instructor interested in this assignment and supportive of the military training. Experience with the military is desirable. The Instructor reports to the Lead Instructor and will:

- Coordinate classroom instruction of military personnel using the standard military fire suppression training package.
- Use MCADs as fully functional classroom instructors, to provide continuity for field

- training.
- Account for the handheld radio, instructor kit, and other assigned equipment from time of assignment until demobilization at NIFC.
- Equip and set-up classroom at the military installation.
- When instruction at the installation is completed, package the instructor kit, tools and supplies for movement to the next military installation or to NIFC.
- Notify the Lead Instructor in a timely manner of any resupply needs.
- Provide information on needed revisions and/or additions to the instructional package.
- Provide the Lead Instructor and the TC with information on the progress and success of the instructional process.

40.3.8 Briefing Coordinator (BC) is ordered by and reports to the National Military Coordinator, NIFC. The BC provides briefings at NIFC for the assigned BNML and the Military Crew Advisors prior to their mobilization to the military installation. The Briefing Coordinator must be a good trainer; experience as a Battalion/Military Liaison is desired. The Briefing Coordinator will:

- Obtain briefing and Briefing Coordinator's Guide from the National Military Coordinator, and TC.
- Anticipate arrival of incoming BNMLs, MCADs and coordinate with the Great Basin Mobilization Center to provide for their needs while at NIFC.
- Provide a thorough situation briefing at NIFC to the Battalion/Military Liaisons, and a detailed briefing to the Military Crew Advisors on their roles and responsibilities for training at the military installation, field training at the incident and fire suppression duties at the incident. The Briefing Coordinator's Guide contains a briefing outline, handouts and visual aids.

40.3.9 Battalion Military Liaison (BNML) is requested and selected by the National MAC Group for attachment to the battalion tasked with fire suppression. The minimum qualification will be Division/Group Supervisor (DIVS). At the military installation he/she coordinates with the Training Coordinator and the unit commander. The BNML should be thoroughly briefed on the BNML role, have the ability to deal with individuals from multiple organizations and to carry out decisions without a staff. Prior military experience is helpful. The BNML is responsible to the Agency or Area Command Military Liaison after arriving at the incident.

While at the military installation this person is responsible for:

- At the direction of the COP, supervising and coordinating activities of the MCAD during the training at the installation.
- Organizing Military Crew Advisors (MCAD) to integrate with appropriate levels in the battalion's particular organization. This may be at crew, platoon, company or battery, section levels.
- Participating in military briefings to orient command and staff to the fire assignment.
- Assisting the military with deployment planning.
- Obtain names and phone numbers of contacts at military installation and incident.
- Obtain copies of any existing agreements.
- Obtain training site(s) and establish timetables for military eyes on/hands on training to be accomplished.
- Interface with Military Command staff and training cadre at training site, preferably with the advanced training party.
- Meet and brief MCAD's and STLM's and check their qualifications.



- Confirm Military Crew Advisor and Strike Team Leaders have been ordered and mobilization arrangements made.

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NOTE: Cross reference Section 60.2 for duties at incident.

40.3.10 Deputy Battalion Military Liaison. (DBML) is requested by the National MAC Group, selected by the BNML and is assigned to the battalion tasked with fire suppression. The minimum qualification will be Division/Group Supervisor (DIVS). The DBML will assist the BNML with selection of the qualified STML's. In coordination with the BNML, assists in assigning appropriate numbers of MCADs to STML's in relation to the number of crews within each Company of the selected battalion. The DBML should be have the capability of assuming the duties and responsibilities of the BNML in his her absence. The DBML assists the BNML as needed or requested. The DBML is responsible to the BNML throughout the assignment.

While at the military installation this person is responsible for:

- Assist in supervision and coordination of MCAD's during training.
- Assist and participate in the integration of MCAD's into the battalion's organization.
- Attend and participate in military briefings, assist and orient the battalion's staff to the fire assignment.
- Provides coordination to the BNML and MCAD's for deployment to incident.
- Interface with Battalion Command Staff and training cadre at the installation.
- Deploy with military unit after classroom training has been completed.

Note: Cross reference Section 60.3 for duties at incident.

40.3.11 Military Crew Advisors. (MCAD) are requested by the NIFC-NICC for assignment to the COP and BNML to act as instructors/advisors to the military during classroom training and their fire suppression assignment. The MCAD's must be Crew Boss or higher qualified, have strong communications skills and be experienced on-the-job trainers. They must be physically fit and have a high interest in this assignment. Both previous assignment as MCAD and previous military experience are desirable. The Military Crew Advisors are responsible for:

- Arriving at the assigned location packed for fire assignment. This includes web gear, Nomex clothing, sleeping bag, tent, boots and a programmable radio, if possible. Personal pack must not exceed 45 pounds, 20 pounds web gear or briefcase (65 lb. total).
- Following the direction of the BNML, team up with members of the Military Training Cadre and assist in conducting the classroom fire suppression training of one military battalion.
- Report to Battalion Military Liaison upon arrival at military post and receive a thorough briefing.
- Receive military crew assignment and assist in training of the assigned crew(s).
- Develop a close working relationship with the assigned crew commander.
- Deploy to incident with the assigned military crew.
- Deploying to the fire incident with their military unit. Following the direction of the BNML continue to train/advise their unit for the field training and fire suppression phase.

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NOTE: Cross reference Section 60.4.

#### 40.4 Training Equipment and Supplies.

40.4.1 The following initial order of supplies must be ordered by the Logistics Coordinator and shipped to the installation with the instructor cadre:

The Battalion Instructor kits contain Instructor's Guides, miscellaneous instructional materials checklists, publications and supplies for 8 instructors.

Refer to Exhibit 14, page 5 of 5 for sample order.

80 bk	NFES	0065	Fireline Handbooks	***
80 ea		NFES 1077	Incident Pocket Guide	***
80 ea	NFES	1570	Your Fire Shelter	***
800 ea		NFES 2243	Fireline Safety Reference	
8 pg	NFES	2388	Standard Fire Order/Situation Decal	
8 pg	NFES	2389	Standard Fire Orders / Situation card	
8 pg	NFES	2397	LCES decals	
80 ea	NFES	2407	Shelter, fire w/ case, for "PRACTICE ONLY"	

\*\*\* (for distribution to company commanders and above.)

#### 40.5 Facilities.

40.5.1 Facilities required at the military installation include:

- Eight classrooms, each equipped with overhead projector and screen, easel with flip chart paper and markers, and VHS video tape player connected to a video monitor.
- Civilian personnel will be lodged near, but off the installation. The military installation is requested to provide transportation from the lodging site to military dining facilities and the classrooms. This service is by military bus.
- Telephone and facsimile communications needs for the TC and BMNL should be requested from the assigned battalion.

40.6 Sequence of Events. Arrival of the training cadre, Military Crew Advisors, and training equipment at the military post together is critical to the mission.

#### MILITARY TRAINING TIMELINE

<u>Day</u>	<u>Action</u>
Pre-Activation	1 to 3 Days National Preparedness Level 5: NICC orders the following personnel to assemble at NIFC in Boise, Idaho: The Training Coordinator, Logistics-Training Assistant, Logistics Coordinator (Field), Logistics-Ramp/PPE Manager, Procurement Assistant, Lead Instructor, Battalion Military Liaison, Deputy Battalion Military Liaison, 8 instructors, 4 STLM's and 28 MCAD's.
Activation ONE	The NIFC Advanced Party departs Boise to the military installation to conduct initial briefing to Unit/Installation Command and Staff.

- TWO Instructors, STLM's, MCAD's, and equipment travel to the assigned military installation for training preparation. Prepare classrooms to complete the next two days training. Review the training plan with the Battalion Commander(s).
- THREE Begin classroom training for the first battalion. Will plan a 10-hour training day in the classroom, 5-hours for the first half of the battalion and 5-hours for the second half of the battalion in the afternoon. Complete classroom training for the first battalion. Assign the 28 MCAD's, 4 STLM's and 1 BNML and Deputy BNML to travel with the first battalion for fire assignment and completion of field training at the incident.
- FOUR Begin training the second battalion in the classroom. The next BNML & Deputy, 4 STLM's and 28 MCAD's are assigned to the second battalion for classroom training.
- FIVE Debrief with the military and travel back to NIFC to debrief with the MAC Group or travel to another post to train more military battalions.

<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>	<u>Day 4</u>	<u>Day 5</u>
NIFC	Travel	1 BN	2 BN	Debrief & Travel

NOTES:

1. Training cadre bringing fire packs and equipment to NIFC will store them in the Training Building until demobilization from the military training assignment is accomplished.
2. If multiple battalions will be trained at the same installation, a 24-hour break will be needed. The purpose is to re-supply, critique the training efforts of the first two battalions and regroup. When the training cadre is released from one installation, they will take the remaining supplies and equipment to the next destination. A two day break (including travel time) is required between the release from one installation and the beginning of instruction at another. If the next destination is NIFC, the entire team will be released after a critique and debriefing.
  1. When Day 1 falls on a weekend, additional costs will be incurred as civilian installation staff will be brought in on an "Overtime" status.

40.7 Aviation Training. Refer to chapter 70.

## CHAPTER 50

### MILITARY OPERATIONS

- 50.1 General
- 50.2 Chain of Command
- 50.3 Discipline and Conduct
- 50.4 Unit Pride
- 50.5 Protocol
- 50.6 Organizational Cross Reference
- 50.7 Daily Reporting
- 50.8 Military Supply System
- 50.9 Military Boots

## CHAPTER 50 - MILITARY OPERATIONS

50.1 General. The U. S. Military provides disciplined, physically fit personnel for the wildland fire suppression mission.

50.2 The Chain of Command. Every commanding officer has authority to give lawful orders to those under their command. The orders are passed from the Battalion Commander to the Company Commander. Here is a list of the various ranks, the units they command, and the approximate number of personnel per unit.

<u>UNIT</u>	<u>COMMANDER</u>	<u>APPROXIMATE Number OF PERSONNEL</u>
Squad or Section	Sergeant (SGT)	9 to 13
Platoon	Lieutenant (1LT/2LT)	36 to 48
Company (Troop/Battery)	Captain (CPT)	150 to 180
Battalion (Squadron)	Lt. Colonel (LTC/Lt Col)	550 to 800
Regiment/Brigade	Colonel (COL/Col)	2000 plus
Division	Major General (MG)	14,000-20,000

50.3 Discipline and Conduct. The Code of Conduct was prescribed by the President of the United States in 1955 and is a simple written creed applying to all military personnel.

The code is not intended to provide guidance on every aspect of military life. For that purpose there are military regulations, rules of military courtesy, and established customs and traditions. There is also the Uniform Code of Military Justices (UCMJ). The UCMJ has punitive powers; the Code of Conduct does not.

The officers and non-commissioned officers (NCO) will enforce a NO ALCOHOL policy at all times and closed camp policies when necessary. The military quickly addresses disciplinary questions, rather than deferring resolution until redeployment to home bases. A Judge Advocate can be attached to a Regimental or Task Force Headquarters.

50.4 Unit Pride. Civilian firefighters often do not have a military appearance, which is a concern to military officers when non-military firefighters could be construed to be military personnel.

Do not restrict military units to mop-up. As they gain experience and maturity, increase their responsibility, and reward them with "hot line" assignments. You can use friendly competition between units, stressing production with safety, to increase daily output. Military discipline and good liaison officers assigned to the units can be used effectively to maintain high production and keep the morale high.

50.5 Protocol. The military is rich in protocol and tradition. Most Military Task Forces will have an officer knowledgeable in protocol matters. This responsibility falls upon the Battalion Adjutant. Their knowledge is invaluable to keep conflict and misunderstanding under control. One of the least understood events by the civilian observer is a visit by a General Officer or other distinguished visitors, and the concentrated efforts of preparation. Prearranged agreements sometimes disappear as the officers in charge prepare for the visit. Civilian liaison officers need to understand what is happening and be alert to potential changes in agreed upon operating procedures.

General officers/VIPs are regular people who understand civilian-military coordination and are not as demanding as some believe. Protocol Officers/BN Adjutants are also helpful in putting together awards and ceremonies. Learn to accept and work with military protocol.

50.5.1 Awards. The day before redeploying to the parent unit, an awards and decorations ceremony is held. The military is proactive in recognizing deserving personnel and individual units rendering outstanding support to the fire fighting effort. The military also recognizes civilians who render outstanding support to the military. Military liaison officers must be prepared to recognize all military units within a Task Force. Officers and enlisted personnel should be recognized for personal contributions or outstanding support of a successful mission. Plan at least 5-10 days in advance for preparation of agency certificates for each unit or individuals.

Awards for the military are provided on a national basis for their support throughout their activation period. The DoD facilitates national recognition to all military units activated under this procedure. If an Incident Management Team or unit chooses to honor the military for their support to a particular incident they may do so; however, the cost of awards must be funded from presuppression funds and cannot be charged to P or R codes. Common sense should be used in making the decision to recognize the military on an incident, knowing they will receive national recognition.

#### 50.6 Organizational Cross Reference.

<u>ICS</u>	<u>MILITARY</u>
COMMAND . . . . .	SAME
OPERATIONS . . . . .	S-3 (BN/Bde), G-3 (DIV) AVIATION, OPERATIONS, PLANNING & COORDINATION
PLANS . . . . .	S-3 (BN / Bde), G-3 (DIV) AVIATION, OPERATIONS, PLANNING & COORDINATION
	S-2, G-2 INTELLIGENCE GATHERING AND ANALYSIS / WEATHER
LOGISTICS . . . . .	S-4, G-4 SUPPLY, TRANSPORTATION AND FIELD SERVICES
FINANCE . . . . .	S-1, S-4 PERSONNEL MGT., INJURIES AND AWARDS

50.7 Daily Reporting. Both the Incident Commander and the Military Commanding Officer must submit daily reports. The ICS requires daily submission of the Incident Status Summary, Form 209. The Military submits a Situation Report (SITREP).

#### 50.8 Military Supply System.

Class I	-- Items:	Subsistence: (food, water, etc)
Class II	-- Items:	Individual equipment: (heaters, batteries)
Class III	-- Items:	Petroleum products: (POL; packaged or bulk)
Class IV	-- Items:	Construction materials
Class V	-- Items:	Ammunition
Class VI	-- Items:	Personnel comfort items: (sundry packs, tobacco products, etc)
Class VII	-- Items:	Major end items: (vehicles)
Class VIII	-- Items:	Medical and surgical supplies
Class IX	-- Items:	Repair parts
Class X	-- Items:	Material and equipment to support non-military programs

#### 50.9 Military Boots. (Class II Supply).

- The USFS-MTDC has tested and certified, with DoD concurrence, the combat, leather speed-lace boot for fireline use. Boots with synthetic materials are not acceptable.
- Any commercially procured boots must be a minimum of full leather 8" high uppers, Vibram or similar lugged stitched sole.
- Steel toed boots are not acceptable.
- The point of contact for military boot ordering is the Fifth U.S. Army DCSLOG.
- The agency will only replace boots damaged on the fire assignment which are unacceptable for military use. The determination of serviceable boots will be made by the military chain of command.
- NIFC will issue a fund cite in Preparedness Level 4 to the Fifth U.S. Army to initiate acquisition of 560 pairs of boots.

CHAPTER 60 - POSITION DESCRIPTION AND CHECKLISTS  
(For civilian agency positions assigned with military operations)

- 60.1 Area Command or Agency Military Liaison
- 60.2 Battalion Military Liaison
- 60.3 Deputy Battalion Military Liaison
- 60.4 Strike Team Leader/Military
- 60.5 Military Crew Advisor
- 60.6 Incident Commander
- 60.7 Logistics Section Chief
- 60.8 Operations Section Chief
- 60.9 Planning Section Chief
- 60.10 Finance Section Chief



## CHAPTER 60 - POSITION CHECKLIST

60.1 Area Command or Agency Military Liaison (ACML). The Area Command Military Liaison (ACML) is an individual assigned to an Area Command or Agency Headquarters who has been delegated full authority to assist in decisions affecting the use of military assets. The ACML reports to the Area Commander or Agency Administrator if an Area Command has not been established. Minimum qualifications are prior military experience and a fire rating of Incident Commander Type I.

### Task List:

- Obtain copies of the national operating agreement with the military and a copy of the Military Use Handbook for fire suppression.
- Check in at the Area Command Post. Complete ICS 211 (Check-in List).
- Obtain briefing from NICC military coordinator and Area Commander.
- Establish working location. Advise military liaison personnel on the incidents that the ACML position has been filled and how you can be contacted.
- Cooperate fully with Area Commander and Military Task Force Commander.
- Attend planning meetings as required, both Area Command and military. Establish daily coordination procedures with the BNML.
- Serve as a special advisor to the Area Commander/Agency Administrator.
- Serve as a communication link with NICC Military Coordinator and the local Task Force Commander.
- Advise NICC Military Coordinator of any special BNML needs or requirements.
- Report to NICC Military Coordinator on prearranged schedule or as needed.
- Ensure all BNML personnel and/or equipment are properly accounted for and released prior to your departure.
- Ensure all required agency forms, reports, and documents are completed prior to your departure from area command.
- Maintain unit log.
- Have debriefing session with BNML, Military Task Force Commander, and Area Commander prior to your departure.
- If military support helicopters are used to support incident objectives, ensure Military Helicopter personnel follow chapter 70 Aviation.
- Complete performance appraisals.

### Helpful Hints:

- Develop a staff at the beginning of the operation to interface with the military advance party. As a minimum, the staff should include:
  - \* Communications Unit Leader
  - \* Air Operations Coordinator
  - \* Logistics Coordinator
  - \* Plans and Public Affairs Coordinator
  - \* Liaison Officers for each deployed battalion
- Communicate with the Task Force Commander as soon as possible to discuss the fire environment, the support available and organizational needs.
- Have military Task Force Commander/Staff attend Area planning meetings and ACML attend military briefings. This will help provide the control needed for coordination.
- Convene special sessions as specific needs are identified.
- Communicate with BNML as early as possible to aid in coordination.

- Integrate the military command personnel into the ICS Area Command Staff. i.e. Joint Task force Commander
- A single battalion should be provided the following minimal equipment from the agency:
  - \* All Class I support (meals, potable water etc.)
  - \* Class II support (nomex, gloves, hand tools, etc.)
  - \* Class III support (mogas, diesel, JP8 and propane)
  - \* Billeting facilities; tentage including heaters, cots and lighting, as requested by the Incident Commander
  - \* Electrical power or generator support
  - \* Shower facilities
  - \* Laundry facilities
  - \* Trash service
  - \* Sufficient office space or tentage to operate a military Tactical Operation Center (TOC)
  - \* Office furniture (chairs, tables and lamps for the TOC)
  - \* 2 commercial telephone lines
  - \* IBM compatible word processor with printer
  - \* Photo copying/fax machines
  - \* Sufficient ground transportation (busses and trucks) to move 500 soldiers from base camp to work site daily

60.2 Battalion Military Liaison (BNML). The Battalion Military Liaison is an individual who has been attached to a battalion tasked to accomplish fire suppression efforts. The person reports to the military post and interfaces with the Battalion Commander and the Training Coordinator. Upon completion of military classroom fire training the BNML deploys with the military battalion to the incident to accomplish fire suppression duties. The Battalion Military Liaison will report to the agency or area command military liaison upon arriving at the incident.

- Pack for a fire assignment, including web gear, sleeping bag, tent, boots, and PPE. Bring a programmable radio if possible. Personal packs must not exceed 65 pounds.
- Military and civilian crews may be co-located at the same incident base camp.
- Contact Area Command-Military Liaison (ACML); provide deployment schedule and obtain additional information as soon as possible.
- Integrate Military Crew Advisors and Strike Team leaders with company/platoon/ crew or battery/section/crew and make arrangements.
- Participate in Military Command Staff meeting daily.
- Contact Staging Area Manager to verify arrival arrangements.
- Check in at Incident Command Post. Complete ICS-211. Ensure all MCAD's have completed check-in.
- Report to Incident Commander to introduce Military Commander and brief Incident Commander.
- Integrate appropriate military staff with Logistics Section Chief to establish all facility needs for the Battalion.
- Coordinate with Incident Finance Section Chief to establish timekeeping procedures for civilian personnel; coordinate medical, injury, commissary etc.
- Attend incident planning meetings as required with appropriate military staff.
- Ensure field training is completed and inform IC of fire readiness of crews for incident assignments. Crews not be assigned to fire line duties until training is completed.
- Assess need of a Safety Officer to be assigned to the battalion and advise Operations Section Chief and Incident Safety Officer.

- Provide input on use of military resources.
- Oversee continued training and safety of military and civilian personnel assigned to BNML.
- Cooperate fully with Area Command, Incident Command and Military Command Group.
- Advise ACML of any special military needs or requirements the incident cannot provide.
- Coordinate military logistics needs/capabilities with Incident Demobilization Unit.
- Ensure all assigned personnel and/or equipment is properly accounted for.
- Facilitate integration and logistics support.
- Ensure all required agency forms, reports and documents are completed prior to departure from incident.
- Debrief session with ACML, AAML Military Commander, and IC prior to departure debrief with Strike Team Leaders and Military Crew Advisors prior to departure.
- Participate in Awards ceremony at assignment's end.
- Ensure transportation and travel arrangements for military and civilian personnel are completed prior to your departure.
- Prepare performance evaluation.

#### Helpful Hints:

- Obtain copy of Fifth Army Wildland Firefighting Handbook.
- Obtain cellular telephone.
- Obtain a separate vehicle or rental vehicle at incident site for your transportation.
- Make early contact with Battalion Commander and remain close to him/her throughout assignment.
- Brief Military Crew Advisors and Strike Team Leaders daily and stress importance of close work/off duty relationships with assigned military crews. Make our rules clear to them.
- Share information with your DBML.
- Prepare DBML for assumption of duties and responsibilities.
- Prepare spreadsheet with corresponding Command, Liaison, STML, Company, MCAD, crew names (or identifier) for ease of operations prior to arrival at the incident. This answers many questions for both the battalion and incident personnel.
- Attend briefings identified as necessary by area command.
- Make assignments clear to military and let them know what to expect.
- Communicate with military advance party - before and after reconnaissance mission.
- Familiarize yourself with the training cadre.
- Be prepared to participate in briefings at military base.
- Have military organizational charts available and ensure STLM & Crew Advisors are familiar with organizational chain of command.
- Utilize identifiable, well kept official agency clothing throughout assignment.
- Develop and keep handy a list of critical contacts and phone numbers for ready reference.
- Be knowledgeable of when and where PPE will be issued - and if there is sufficient numbers of all sizes of nomex available.
- Be knowledgeable of how medical, commissary, injury, etc., is handled including medical procedures.
- Communicate frequently with ACML and keep informed of developments.
- Make every effort to have STL/Crew Advisors remain with military until the military actually demobilizes.
- Try to ensure active work for crews daily. Morale of military units can change quickly

- if crews are not kept busy with a clear defined purpose.
- Do not demobilize from incident until all travel and arrangements are completed for military and civilians assigned to military.
- Attend debriefing with Military Commander and IC and provide feedback to ACML and NICC Military Coordinator.
- Be prepared to assist or provide input to military post action report.

60.3 Deputy Battalion Military Liaison (BNML). The Deputy Battalion Military Liaison acts as a staff advisory leader to provide guidance to the battalion staff and assist the BNML. Upon completion of the military classroom training, the DBML deploys with the military battalion to the incident and accomplishes fire suppression duties. The DBML assists the Battalion Operations (S-3) and/or the Battalion Executive Officer (XO). The DBML reports to the BNML throughout the assignment. The DBML assumes duties and responsibilities of the BNML in his/her absence.

- Pack for a fire assignment, including web gear, sleeping bag, tent, boots, and PPE. Bring programmable radio if possible. Personal packs must not exceed 65 pounds.
- Review and become familiar with BNML duties and helpful hints
- Review and become familiar with STLM duties and responsibilities.
- Assist BNML as requested.
- Meet Area Command-Military Liaison (ACML)
- Participate in Military Command Staff Meetings daily.
- Check in at Incident Command Post.
- Assist BNML with integration of military staff with incident staff.
- Attend incident planning meetings as requested with appropriate military staff.
- Assist with and observe military field training, inform BNML of crew readiness for incident assignment.
- With BNML, organize and conduct STML and MCAD briefings.
- Brief incoming civilian DIVS and other "new comers" which may interface with the military operations.
- Once crews are assigned to incident duty, (after field training), provide coordination between operations section and military company/battery/troop as requested by BNML.
- At this point, the DBML will be an acting STLM, and become part of ICS.
- Participate in Awards ceremony at assignment's end.
- Prepare performance evaluations.

#### Helpful Hints:

- Other than those in BNML & STLM.
- Make early contact with Battalion Executive Officer (XO) and/or Battalion S-3 (Operations) and Command Sergeant Major; maintain contact throughout the assignment.
- Be prepared to fulfill temporary assignment as a STML.
- Be prepared to spike out with multiple military units.
- Provide BNML with performance and debrief information.
- Assess assigned STML's and military unit fire assignments, safety needs, progression and accomplishments. (These are fireline duties; requires just a bit of hiking) !
- Assist in all areas of liaison from the battalion to the Incident Management Team.
- Obtain a cellular phone

60.4 Strike Team Leader Military (STLM). The Strike Team Leader/Military acts as an advisory

leader to provide guidance to a Company/Battery/Troop Commander who has been tasked to perform fire suppression. A Company/Battery/Troop normally consists of at least 4 platoons. The Strike Team Leader/Military will report to the BNML upon reporting to a military post. The Strike Team Leader is attached to, and travels with a Company/Battery/Troop. Once at the incident, the STLM becomes a part of the Operations Section and remains in this status until released from the incident. One STL/Military will be assigned to each company/battery/troop.

- Pack for a fire assignment, including web gear, sleeping bag, boots, tent and PPE. Bring a programmable radio if possible. Personal packs must not exceed 65 pounds.
- Report to Battalion Military Liaison (BNML) upon arrival at military post and receive a complete briefing.
- Receive assignment and assist training cadre in training.
- Develop a close working relationship with the assigned Company/Battery/Troop Commander.
- Deploy to incident with Company/Battery/Troop Commander.
- Check in at Incident Command Post. Complete ICS-211.
- Coordinate with Company/Battery/Troop Commander and Military Crew Advisors on training and safety of military crews in your assigned company/battery/troop.
- Keep BNML informed of training and fire readiness of crews. Identify when crews are ready for fire assignments.
- Once crews are assigned to incident duty (after field training) provide coordination between operations section and military company/battery/troop. At this point STLM becomes a part of the ICS.
- Serve as a trainer and advisor to Company/Battery/Troop Commander. Act as a liaison between ICS and military.
- Participate in incident briefings and brief Military Crew Advisors and Company/Battery/Troop Commanders. Orders will be given through military chain of command.
- Prepare performance rating(s).

#### Helpful Hints:

- Remember, you are an advisor/liaison to military. Position is not a typical Strike Team Leader assignment.
- STL is assigned to incident and works through the Operations Section.
- Remember to maintain coordination with BNML, as well as ICS chain of command.
- Attempt to ensure communications between Military Crew Advisors/crew and STL and Company/Battery/Troop Commanders.
- Identify special skills the assigned company/battery/troop may have, i.e. chainsaw use, explosives, etc.
- Keep Company/Battery/Troop Commander informed of off-road vehicle use restrictions.

**60.5 Military Crew Advisor (MCAD).** The military crew advisor acts as advisor/leader to provide guidance to a military crew which has been tasked to perform fire suppression. The Military Crew Advisor will report to the Battalion Military Liaison (BNML) upon reporting to a military post. The crew advisor assists with classroom training and field training. Once at the incident, the advisor becomes a part of each military crew or unit and each advisor will report to assigned Strike Team Leader Military.

- Pack for a fire assignment, including web gear, sleeping bag, tent, boots, and PPE. Bring a King radio if possible. Personal packs must not exceed 65 pounds.
- Check in at Incident Command Post. Complete ICS-211.

- Ensure assigned military unit is properly equipped with tools and PPE.
- Provide hands-on instruction and practice of fire suppression skills. Follow field training checklist.
- Report to BNML when assigned crew is ready for fire assignment.
- Serve as a liaison between military crew and incident STL. You are link between incident and military chain of command at the crew level.
- Responsible for the safety of assigned crew.
- Discuss fire assignments with the Officer or NCO in charge of your crew.
- Keep STL/Military informed of progress and concerns.
- Receive assignments for crew from STLM and Company/Battery/Troop Commander.

#### Helpful Hints:

- Become familiar with military organizational structure.
- Become closely attached to your assigned military crew.
- Remember that both the ICS and military chain of command are kept intact.
- Only in the case or event of unsafe practices or extreme conditions, such as a blowup, should you give orders.
- Your role as a trainer continues throughout assignment.
- Keep military Crew Commander informed.
- You may or may not be asked to attend briefings and debriefings. Use STL/Military and/or BNML as a focal point for concerns.
- Remember that you are a trainer and advisor and not a crew leader, as in a typical ICS crew leader assignment.
- It is helpful to live with your unit as one of them.

### 60.6 Incident Commander / Area Command.

#### What to Expect:

- A battalion (500+ personnel) with one Battalion - Military Liaison (BNML), one Deputy BNML and 4 Strike Team Leaders and 28 Crew Advisors.
- The military has received 5 hours of classroom fire training conducted by NIFC cadre and assisted by STLM and Military Crew Advisors.
- Field training will be completed after arrival at incident. STLM and MCADs assigned to military units will conduct the training. A minimum of 2 days will be needed to complete training.
- BNML will advise you when military units are ready for fire line assignments.
- The BNML is your link to the Battalion Commander.
- Strike Team Leaders/Crew Advisors are integrated into the battalion at Company/Battery/Troop and platoon/crew levels.
- STL and Crew Advisors will perform as a part of your Operations Section once the military are judged ready for fire line assignments.
- STL/Crew Advisors provide advice, guidance (through officers and NCO's) and foremost are supervisors of safety for the duration of military tour.
- A Military Liaison Team will arrive first to scope out the situation and meet the IC General Staff or AC staff. This team will remain at the incident throughout the assignment to assist both the incident staff and the battalion.
- There will be a dual command and control organization structure - ICS and military. The incident commander directs military crews through the military chain of command. The incident management team provides specific work assignments and

- on-the-line guidance.
- A major impact for your Logistics section.
- Dual chain of command is a reality. You need to meet often, understand each others cultural differences, let one another know what you can and cannot do and why. Staff accordingly so each critical position has a counterpart.

#### Actions to be Taken:

- Integrate the Battalion Commander's S-2, S-3 and S-4 into your Planning and Logistics Section early.
- Arrange for transportation vehicles to be assigned to the military for the duration of their tour.
- Co-locate the military at or adjacent to the Incident Base.
- Establish specifics of any air operations and air related procedures. The IC manages all aviation assets supporting a particular incident (military included) and allocates by mission requirements.
- Have the Safety Officer give full attention to all aspects of military aircraft use. Consider assigning a Safety Chief to each battalion.
- Attempt to maintain battalion integrity if possible. Battalions can be divided into crews but military chain of command must be maintained (i.e. Company/Battery/Troop Commanders must maintain command of their respective units).
- STML should participate in briefings.
- Provide communications between Battalion Military Liaison and Area Command - Military Liaison (ACML) and Battalion Commander with higher command.
- Tools and replacement PPE should be issued through the Battalion S-4.
- Have a thorough briefing with the Battalion Commander and Staff on status and strategies. Keep them informed.
- Include the military unit commanders in the planning and operations of the incident.
- Define services that will be provided to the military (e.g. laundry).
- Based on complexity, assign a Deputy Logistics Section Chief to the military unit. Ensure there is continuous coordination with the Battalion S-4.
- Integrate PIO with military counterpart for a coordinated public information process.
- Make sure the military commanders are welcome and have a place on the agenda at the daily planning sessions.
- Incident Commanders and Liaison Officers must attend the daily military briefing sessions to maintain open communications.
- Provide training on the ICS system, the ICS-215 planning process and the Incident Action Plan. Copies of the Fire Line Handbook should be issued to Company Commanders, Battalion Commanders, Task Force Commanders and Officers in charge of S-1, S-2, S-3 and S-4.
- Public Affairs Officers are very aware of command information requirements, media relations and community relations. The military usually has an open house for the local public. You need to work with them on setting these up so they do not interfere with the fire suppression mission. Arrangements also need to be made for having film developed locally.

#### Helpful Hints:

- Have a copy of Military Use Handbook and FIFTH U.S. Army Wildland Firefighting Handbooks.
- Be familiar with military organizational structure and understand the dual command

- and control organizations - ICS and military.
- Jointly determine with the Battalion Commander, the smallest operational size of military unit that will function independently.
- Early on, determine military vehicle restrictions.
- Allocate space and support for AAFES van.
- Appoint Deputy IC to work with the military on a regular basis.
- When camps are not co-located, consider holding separate briefings for the military at their camp. This reduces the number of people at regular briefings and allows for questions from the military.
- Military crews can be very productive, but morale will drop quickly if line assignments are not challenging or don't have a well defined purpose.
- Let military know of any particular needs that you may have (i.e. chainsaw crews, explosive use, etc.). They may be able to help in remarkable ways.
- It must be made clear the Incident Action Plan determines all fire line tactics. Any changes in tactics on the line will be by civilian line personnel only. Military will provide input in the planning process but will not make any line changes.
- Brief your staff on what to expect and not to expect when using military crews. Possibly have BNML brief them.
- If active military and non-federalized National Guard are located at the same site, be sure to establish command structure and maintain separate working relationship with each branch.
- Do not release civilian crews when military first arrives. Allow for training and fire readiness of military prior to making decisions on release of other crews.
- The military has plenty of willing personnel, get them working for you.

60.7 Logistics Section Chief (LSC). The Logistics Section Chief is an individual assigned to the IC to provide support to the incident. Based on the complexity of the incident consider assigning a Deputy Logistics Chief to the military unit who would report to the Logistics Chief.

- Coordinate with Military Liaison Team and Battalion Advance Party and determine needs.
- Identify military counterpart (S-4) and work closely with that person. Do this very early in deployment.
- Establish a separate camp site near the Incident Base, with two medium size fork lifts.
- Provide separate shower and catering service for military. Each battalion will require a separate shower service.
- Assess tool and equipment needs and establish procedures for daily maintenance and distribution through military counterpart.
- Provide laundry service and individual net bags.
- Provide transportation for military from camp to incident and return. Preferable to have transportation assigned for duration of tour.
- Provide a vehicle for military and civilian overhead use.
- Provide fuel for military vehicles and aircraft and establish procedures with military counterpart.
- Plan for high resupply of PPE.
- Provide lights for military camp area.
- Determine military supplied items vs. civilian supplied items.
- Review military orders and establish what will be provided through the National agreement.
- Have crew net radio caches available and reserved for military use.
- Arrange for daily mail pickup.



- Establish rules for military camp and inform BNML and military counterpart of established procedures.
- Coordinate with IC and military Logistics S-4 to arrange for PX trailer.

#### Helpful Hints:

- If military orders tents, cots, etc., a forklift is needed for the military camp.
- Coordinate with S-4 on PPE exchange policy - it can be overwhelming if equipment is exchanged daily.
- Military personnel require daily showering and shaving. Plan for more than normal wash stands, mirrors, etc. A good ratio is 1 wash basin/mirror for each 7 military personnel.
- Obtain a list of items military personnel brought with them.
- Stress the importance of carrying plenty of water and not having a dependence on an additional water supply.
- Juices and beverages are very popular; Battery/Company/Troop Commanders usually supply troops during shift periods with these items. Expect a higher than average need for these items.
- The military is particularly concerned with security in the camp area. Be prepared to provide 24 hour security or make security a part of their responsibilities.
- Explain to the S-4 the need to fill canteens at established potable water supply and not a wash/shower facility.
- Military medical facilities are excellent, providing simple sick call, holding patients overnight, etc. Also available is the capability for stabilization and evacuation of patients to outlying hospitals. Military medevac helicopters arrive with the battalion; they can be used for non-military medevac as needed.
- Military requests for phone lines will often exceed local capabilities and become an issue. Telephone needs should be addressed with the NIFC Advanced Party.
- A coordination meeting with the S-3 and S-4 staff officers is imperative at the earliest opportunity. Items to be coordinated:
  - \* Bivouac site and size
  - \* Shower facilities
  - \* Laundry
  - \* Telephone capabilities
  - \* Latrines
  - \* Ordering procedures for supplies
  - \* Items the Agency will not procure
- Medium size military wall tents (16' x 32') require a forklift to load and unload. In addition to tents; plywood flooring, cots, lighting, power & cords or generators/diesel are required.
- A critical element of coordination is for the Military Liaison and staff to make a thorough reconnaissance of the incident, contact the deploying battalions prior to deployment and determine logistical support items needed. This coordination must take place before embarkation.

#### 60.8 Operations Section Chief (OSC).

##### Actions to be taken:

- Meet with military counterparts S-3, Operations Office &/or military liaison team as soon as possible.

- Meet with Battalion Military Liaison and receive briefing on military organization and military tactics.
- Brief section staff on military chain of command and what to expect.
- Ensure adequate communications are available or ordered to meet minimum requirements.
- Coordinate with military on possible use of military aviation for support of incident and coordination of aviation activities. See Chapter 70.
- Coordinate operations with military medevac helicopters.
- Identify, plot and provide a map of all incident helibase and heliport location(s) associated with the incident to Military Advance Party or S-3, Operations.
- Military helicopters must have radio communications capability with all other aircraft on the incident and have a civilian helicopter manager aboard the aircraft when flying within the incident airspace.
- Integrate STLM into your section. They are advisors and liaisons to the military.
- Determine military crew capabilities and potential for special teams (e.g. blasters, chainsaw operators). May be trained and utilized.
- Maintain military unit integrity. Crews may possibly be divided into smaller units or squads. Military command and control must be maintained.
- Keep military active with meaningful and well identified duties and goals. Morale can deteriorate rapidly.
- Ensure your staff, particularly Branch Directors and Division Group Supervisors, interact with STLM and Company/Battery/Troop Commanders and make frequent visits to areas assigned to military.
- Debrief STLM or military unit commanders after each shift.

#### Helpful Hints:

- Obtain a copy of Military Use Handbook.
- Be familiar with military organizational structure and understand the dual command and control organization - ICS and military.
- It must be made clear the Incident Action Plan determines all fireline tactics. Any tactical changes will be by civilian line personnel only. Military will provide input in the planning process but will not make any line changes.
- Once military crews have some line experience, do not hesitate to assign more difficult assignments. They learn quickly and their teamwork training allows quicker adaptation than civilian Type 2 crews.
- Clearly define expected work periods and camp return times.
- Expect high-level military officer visitations on the line. Ensure all air operations for VIP's are coordinated and military pilots are briefed on actions that should not be taken (i.e. flying helicopters directly over hot spots, field personnel, etc.).
- Utilize the expertise of STLM assigned to military. They may have good ideas for better utilization of military units.
- Because of the chain of command, the military command and control concept will not be subdivided for deployment according to ICS structure. Establish early your needs in deploying the military firefighters; work with the commanding officer on an organizational deployment plan. The ability to maintain unit integrity is important to the military.
- Mop-up needs to be emphasized as a critical part of the fire suppression job.
- Safety briefings, fire line survival, sanitation, and special areas of concern need to be stressed and monitored.
- V.I.P.'s on the fireline are required to wear personnel protective equipment.
- Chainsaw use by the military is an issue. Military crews need chainsaw support to

accomplish their fire suppression mission. A decision must be made as to how chainsaw operations will be incorporated into the military organization.

- \* Use professional sawyers
  - \* Use federal employees that are certified or have a valid red card
  - \* Provide the S-212 course and certify military chainsaw operators
  - \* Army and Marine Engineer units have qualified chain saw operators who need minimal additional training to perform as sawyers.
- Have the military provide input for the completion of the Operational Planning Worksheet (ICS Form 215).

#### 60.9 Planning Section Chief (PSC).

##### Actions to be taken:

- Meet with military counterparts (S-2, S-3) as soon as possible.
- Obtain an organizational structure of the military units in advance of military arrival, if possible.
- Determine the smallest operational size for military unit which will function independently.
- Discuss with military counterpart any particular skill needs. The military may have a variety of skills that can be utilized (i.e. chainsaw crews).
- Attempt to maintain battalion integrity. Battalions can be divided into smaller than crew sizes, such as squads, but military command and control must be maintained (i.e. Company/Battery/Troop Commanders must maintain command of their respective units).
- Include the military unit commanders in the planning of the incident.
- Plan ahead for demobilization of both military and civilians attached to the military.
- Clearly identify military units and leaders (civilian/military) in the Incident Action Plan.
- Include military unit commanders and civilian STML in briefings and debriefings.

##### Helpful Hints:

- Obtain a copy of Military Use Handbook for fire suppression.
- When not co-located, hold a separate briefing before each shift at the military camp. This reduces the number of people at regular briefing and allows more questions from military. Each incident is different, be prepared to ensure the military receive a proper briefing.
- Prepare sufficient quantities of maps to satisfy worse case situations.
- Military Operations Section (S-3) is similar to the ICS Plans Section. Support equipment needed by the S-3 will usually include one photocopier and two computer terminals.
- Set time lines; adhere to them for all meetings.
- Document all agreements and make sure copies are distributed to both civilian and military personnel in a timely manner.
- Have the military staff officers in charge of S-1, S-2, S-3 and S-4 participate, with their counterparts on the Incident team when the daily planning process are performed.
- Review the Incident Action Plan process and implementation with the military officers. Stress this is a tactical plan and that each incident team member has specific implementation responsibilities. Be sure to have procedures outlined for emergency situations which require alteration of the plan.



60.10 Finance Section Chief (FSC).

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Actions to be Taken:

- Coordinate with Military Liaison and Agency Comptroller to ensure appropriate procedures for Agency Provided Medical Care for military and civilian personnel and timekeeping for civilian personnel attached to military operations.
- Provide advice and counsel to military and Incident Command personnel on appropriate use of funds in support of military operations (e.g. haircuts, telephone).

## CHAPTER 70

### AVIATION

- 70.1 General
- 70.2 Categories of Use
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## CHAPTER 70 - AVIATION

**70.1 General.** When civilian aviation resources are depleted, NIFC may request the Department of Defense (DoD) to assist the wildland firefighting effort and provide military helicopters to support large incidents. There are some fundamental differences in the operating policies and procedures between the agencies and military services. When assigned to an agency/incident, the military maintains administrative control of their aircraft and operate under their own internal policies. Military internal policies may conflict with agency procedure. The goal of this chapter is to facilitate the use of military aviation and associated resources.

Three separate components make up the U.S. Military: The Active, the Reserve, and the National Guard. The Active and Reserve components are under federal government control. The National Guard units are under state control and normally do not operate outside their state boundaries. The use of National Guard units for federal firefighting purposes within their state must be outlined in regional, state or local agreements, and Memorandum of Understanding (MOU) between federal agencies and the specific National Guard units. Only National Guard units officially “federalized” by DoD will fall under the auspices of this handbook. Therefore, this chapter pertains to Active, Reserve and federalized National Guard military aviation units only.

Advanced notification and pre-assignment of active duty units prior to each fire season is generally not possible due to military policies and other commitments. However, if fire danger is severe and upon receipt of a warning order, the military will coordinate with NIFC for the identification and assignment of military units.

Military aviation units may be activated for fire operations as battalions, companies, platoons, sections or equivalent size units. Units may send a company or battalion size aviation unit outside its local area along with the maintenance and logistical support units required to operate for an extended period. Units can also operate with less than a company size unit (satellite operations) if logistical support from their base of operations can be provided. As an example, the Defense Liaison Officer (DLO) will coordinate the request for maintenance or logistical support through the appropriate U.S. Army channels to Forces Command (FORSCOM). Requests for a DoD Operations Logistical Resource (OLR) or Aviation and Missile Command (AMCOM) support will be coordinated through FORSCOM.

When the military is activated, agency policies and procedures will govern aviation operations on all incidents. When assigned to incidents, all military aircraft will be under the operational control of the incident Air Operations Branch. Because of the basic differences in military operations and agency procedures, additional civilian positions beyond the scope of the Incident Command System (ICS) have been identified to manage military aviation operations. Standard ICS terminology is used to simplify the organizational concept whenever possible.

\* The use of “operational control” throughout Chapter 70 does not mean OPCON as used by the military. “Operational Control” used in Chapter 70 is defined tactical control (TACON). This means the Incident or Area Commander to whom the military aircraft is assigned has the authority to direct and control the movement of these assigned aircraft to accomplish missions or tasks assigned by the Area or Incident Commander.

### **70.2. Categories of Use.**

**070.2.1 Designated Military Mission:** A flight maneuver or mission profile a particular military unit has officially indicated it is trained and equipped to perform as part of the unit’s overall military

mission. Military helicopters will be only used for day VFR operations for which they are trained and equipped as part of their designated military mission and which coincide with established natural resource aviation standards. Military units will pre-identify their Designated Military Missions. Their utilization on incidents would normally consist of:

- Reconnaissance/Command and Control activities.
- Emergency Evacuation/Medevac - (designated military medevac helicopters)
- Crew transportation in and around the fire perimeter.
- Cargo transportation, internal or external (depending on unit designated mission)
- Crew and cargo staging from airports to base camps for the purpose of incident support.

**70.2.2 Non-Designated Military Mission:** Includes flight maneuver or mission profiles for which a particular military unit has indicated it is NOT trained and equipped to perform as part of the unit's overall military mission. Water/retardant dropping and external loads on longlines are examples of Non-Designated Military Missions. These missions do not fall within normal military operational profiles. Special pilot training, techniques, special aircraft equipment and personnel management are necessary to ensure the safety and efficiency of Non-Designated Military Mission activity. Therefore, qualifying a military unit for a Non-Designated Military Mission is a major undertaking and requires extensive planning on the part of both the military and the agencies. Military aviation units must be pre-identified, qualified and approved. Doing this in response to a short-term fire emergency will not be feasible. Due to scheduling problems and pilot turnover, it is recommended that only Reserve and National Guard units be identified for Non-Designated Military Missions (See chapter 70, 70.5)

### **70.3 Mobilization of Military Aircraft.**

**70.3.1 Ordering.** Civilian aircraft, if available, should be utilized for all incident needs. Even when military battalions of firefighters are assigned to incidents, civilian aircraft may be utilized for reconnaissance, command/control and personnel transport of the military. Orders for military aircraft are made only when civilian aircraft are depleted and only when the incident has a bona fide need for additional air resources. Military ground forces (battalions) deployed in the field may have internal requirements for military aircraft medevac capability.

Orders for all military aircraft will be accomplished through NIFC-NICC on an "A" (Aircraft) Request. The order(s) must specifically identify the intended missions such as medevac, personnel transport, internal & external cargo transport, command/control, etc. and be accompanied by estimations of flight hours per day, pounds of cargo per day, number of passengers to transport per day, etc. Requirements for Non-Designated Military Missions must be noted on the request and will generate appropriate attention and actions.

**70.3.2 Allocation of Military Aircraft.** Military aviation units will be assigned to and report to either an Incident or an Area Command organization. Allocation of military aircraft ranges from a single military medevac helicopter assigned to one incident to an entire military company of 3-12 helicopters assigned to an Area Command serving several incidents. Incident Management or Area Command Teams receiving military helicopters may need additional aviation and logistical staff to handle increased aviation activities. A company of military helicopters with associated military personnel may increase the incident population by as much as 70.

When assigned to Area Command, priorities and assignments of military aircraft to appropriate



incidents will be established by Area Command. The organizational, logistical and planning requirements must be commensurate with the complexity of military aviation activity.

**70.3.3 Advance Party Briefings.** An Agency Advance Party will travel to the military units' Home Station to brief the unit on the Incident Command System, organizational structure, chain-of-command and how military units are integrated into the suppression organization. An aviation specialist from NIFC is designated to deliver the aviation portion of this Agency Advance Party Briefing.

In addition, a Military Advance Party often visits the incident prior to deployment. They are briefed by the local Aviation Officer, Incident Air Operations Director and possibly the assigned Military Aviation Operations Coordinator. Information about objectives, procedures, organization, operating bases, logistical concerns, etc. is shared at this meeting. This briefing is most valuable, and should always occur.

**70.3.4 Utilization of Military Aircraft.** Once military aviation assets have been assigned to the incident, and the approved mission designation have been identified, there will be no delineation in the use of military or civilian aircraft. The most suitable aircraft for a mission shall be used, regardless of ownership. Military assets should be assigned and co-located with the incident to integrate military personnel into the incident and helibase organizations.

Military helicopters assigned to an incident should be used to their fullest potential. The military is trained to move large amounts of cargo and passengers rapidly and efficiently. Every effort should be made to take advantage of this military expertise. Using the military for those missions while civilian contractors perform tactical missions is an efficient use of resources. Optimizing contractor flight time should be a consideration but not the overriding issue.

## **70.4 Operations & Safety**

The agency will have operational control of military aircraft and coordinate missions with the military aviation commander. The military aviation organization will be integrated with the agency Air Operations Branch to enhance planning, briefings, operational efficiency and safety. Agency aviation policy will be followed for all operations unless the military standard is more restrictive. Procedures found in agency aviation guides (Interagency Helicopter Operations Guide, Transportation of HazMat, Air Tactical, etc.) will be followed except where noted in this handbook.

**70.4.1 Helicopter Management.** Every military helicopter (except military medevac helicopters) assigned to support suppression activities will have a qualified Military Helicopter Manager (MHEM) assigned. Military aviation units will be part of the existing agency Air Operations Branch and be directed by Military Helicopter Managers, Helibase Managers, Air Support Supervisors, Air Tactical Group Supervisors, Helicopter Coordinators, Air Operations Directors or Area Command, depending on the nature of their assignment.

**70.4.2 Air Mission Briefings.** Military Operations Officers will be included in daily agency pre- and post-operational aviation briefings and planning meetings. The Military Operations Officers will then conduct a briefing for the military unit aircrews. Military Officers may allow aircrews to attend the agency briefings. Following military aircraft missions, military aircrews will debrief their officers, who should then pass the information back to the agency Air Operations Branch.

**70.4.3 Load Calculations.** Agency load calculation forms are not used by/for military aircraft. The Military Pilot-in-Command is required to use an aircraft performance planning card unique to their

type of aircraft. During agency incident operations, the Military Operations Officer should be kept informed of altitudes and temperatures aircraft will be expected to operate, so that out-of-ground effect allowable payloads can be calculated. The agency manager (MHEM) involved in the aircraft performance determination is to inform the Military Crew Chief of the total weight/number of passengers and cargo. The MHEM is responsible for manifesting all personnel transported.

**70.4.4 Passenger Transport.** All agency and cooperator personnel are approved to ride in military aircraft that meet the requirements outlined in this handbook. All passengers must meet PPE requirements, receive a pre-flight safety briefing and be manifested.

**70.4.5 Cargo Transport.** All internal cargo will be secured in the aircraft in accordance with the Interagency Helicopter Operations Guide (IHOG) and standard military procedures. All cargo will be weighed and manifested per agency policy. Passengers will not be carried on cargo missions unless cargo is secured in such a manner that it will not be a hazard.

External load missions on short suspension lines may very well be a Designated Military Mission for the unit. Military personnel will perform all rigging and attachments. All external cargo will be weighed and manifested per agency policy.

**70.4.6 Longline or Bucket Operations.** These missions are not normally identified as a designated Military Mission for a military unit. Utilization of military pilots and helicopters for these missions requires extensive pre-planning, training and approval by agency Aviation Specialists and Standardization/Check Pilots.

If the military unit has been approved for either longline or bucket operations, a MHEM may be aboard the helicopter during the mission only when authorized by both the agency and military aviation officers. This should only occur when the safety of the mission can be substantially enhanced by doing so and when a Risk Analysis has been performed as outlined in the IHOG. This practice should not be a routine occurrence and shall be held to an absolute minimum.

An airborne Helicopter Coordinator (HLOO) shall be utilized whenever military helicopters are engaged in bucket operations.

**70.4.7 Night Operations.** As per agency policy, aviation operations will be conducted during daylight hours under VFR conditions (exception outlined below).

Agency direction authorizes single-engine and multi-engine helicopters to be used for emergency night medevac operations meeting life or death criteria. Military aircraft will only be used for night operations conforming to this life or death criteria. Military medevac aircraft and pilots should expect to be used for emergency night operations. Utilization of night vision goggles will depend on the assigned units SOP to include consideration of illumination, obscuration, and meteorological conditions. Military night vision goggle proficiency flights may be performed as required to maintain proficiency requirements for assigned medevac responsibilities. Coordinate and schedule these flights with the Area Command/Incident Management team and local administrative unit.

Federal agencies will only pay for proficiency flights that support missions directly related to fire suppression activities. The cost of all other proficiency flights necessary for the military to remain proficient with other mission profiles will be borne by the military.

**70.4.8 Aircrew Flight & Duty Limitations.** Military units often have a more restrictive pilot flight and duty limitation than their agency counterparts. It is essential that established flight and duty

limitations for military aviation resources be communicated to Incident Air Operations Branch Director(s) and/or agency personnel at Area Command as appropriate, to facilitate effective use of these resources. The MAOC shall work with the Military Operations Officer to ensure aircraft crew availability.

70.4.9 Accident/Incident Reporting and Investigation. When a military helicopter being used on an agency incident, and is involved in a mishap or incident, the agency policy on accident/incident reporting will be followed. SAFECOMs will be completed and submitted through normal agency channels. The military will utilize their own reporting system as well. Sharing information on incidents and mishaps between land management agencies and the military is essential to maintaining the safety of flight.

Aircraft accidents involving military aircraft will be investigated by the military. Agency employees will assist in securing the accident site and facilitate the military accident team investigations. An agency may request participation in any accident involving military helicopters on agency incidents. Joint investigations are possible. Participation may be in a formal or informal capacity.

## 70.5 Military Pilot Training and Qualifications

70.5.1 General Military Pilot Qualifications. Military aviation units enforce strict pilot qualification standards. These standards are not always the same as those established by civilian government agencies. The challenge will be to make these differences workable and compatible. Therefore, agency Standardization Instructor Pilot will work with the Military Operations Officer to ensure lesser experienced pilots will be matched with more experienced pilots (crew pairing) to obtain the safest overall flight crews. The Military Operations Officer will assign only crews meeting full military mission qualifications.

Each military Pilot in Command (PIC) assigned to fire incidents shall have a minimum of 500 hours PIC experience in category, and will be at the flight controls for take-offs and landings whenever passengers are on board unless safety considerations determined by the PIC dictate otherwise.

Where appropriate, the Operations Officer shall assign pilots who have demonstrated mountain flying skills or who have received training in mountain flying techniques prior to deployment to an incident.

"Designated" and "Non-Designated Military Missions" will continually be evaluated by agency aviation personnel for conformity to agency standards.

70.5.2 Minimum Military Pilot Training Requirements. All military flight crews will receive the following minimum training prior to being deployed in support of fire suppression activities. Training may be conducted at the deployment site or another designated location. The training session may occur pre-season or when the military unit is activated. Instruction will be provided by agency Standardization/Inspector Pilots, Aviation Management Specialists and wildland Fire Specialists as necessary.

- Agency Aviation Policy and SAFETY
- Incident Command System/Organization/Terminology
- Missions and Roles
- Basic Fire Tactics and Fire Behavior/Fire Shelter
- Ground School, Mountain Flying Techniques, or demonstrated ability in a mountain environment

- Communications
- Medevac/Emergency Evacuation
- Cargo (Internal / External)
- Reconnaissance
- Passenger Haul
- Mobilization and Demobilization (including return of agency equipment)
- Logistics/Finance

70.5.3 Military Pilot Training for "Non-Designated Military Missions". Military aviation units pre-identified to perform Non-Designated Missions must complete the following training syllabus in addition to the minimum training requirements listed above. It is suggested that only Reserve and National Guard units be identified to receive training in Non-Designated Military Missions. This specialized training may be conducted at the military unit's Home Station or another predetermined site before the beginning of fire season. Non-Designated Missions will not be performed if the unit has not been pre-identified by the military, and has not completed the training and approval process for those missions prior to mobilization.

- Mountain Flying training
- External Loads (Long line)
- Bucket Operations (suppressant and retardant application)
- Functions of Helicopter Coordinator
- Intermediate Fire Behavior
- Expanded instructions on Fire Aviation Organization

## 70.6 Agency Positions Required to Manage Military Aircraft.

The firefighting agencies will provide adequate aviation and logistical staffing to support military aviation units on fire assignments. The size and complexity of military aviation operations will dictate the type and number of agency positions required. NICC will order, assign and dispatch agency personnel to manage military helicopter operations. Some agency personnel may be dispatched directly to the military base to conduct training and briefings prior to actual deployment. Military aviation contingents, with agency personnel already assigned, shall be deployed to individual incidents or Area Command.

Although NIFC will be responsible for agency staffing of military aviation operations, coordination with the hosting incident must occur so they know exactly what is being provided and what they will have to provide. One incident will host the military unit logistically, even if the aircraft are serving other incidents.

70.6.1 Agency Aviation Military Liaison (AAML). This position is necessary upon activation of military aviation assets and reports to the National Interagency Coordination Center (NICC) Military Coordinator. The AAML is a liaison between the military and NICC for military aircraft mobilization, Agency Advance Party aviation briefings and operational policy and coordination. The AAML position is located at NIFC; with limited field duties. The AAML shall:

- Have a working knowledge of the Memorandum of Understanding between Department of Defense (DoD) and USDA-USDI and the Military Use Handbook.
- Obtain assignment and direction from the NICC Military Coordinator.
- Order civilian agency personnel to manage the military aviation operations at the incident through the NICC Military Coordinator.

- Coordinate with the Area/Incident Command and the Regional/State Aviation Officer to establish military operational site, expected utilization, and to brief incident staff on military operational procedures and logistical needs.
- Serve as (or assign) an Aviation Specialist to perform aviation briefings at the military unit as a member of the Agency Advance Party to travel to the military installation being activated to brief Military Commanders.
- Coordinate the Military Advance Party mobilization to the incident.
- Arrange for all agency provided military pilot training, briefings, inspections, approvals, etc. prior to use on the incident.
- Arrange for all agency required aircraft inspections, equipment and avionics installations, paint schemes, etc. prior to deployment to the field.
- Make arrangements prior to deployment through the Finance/Logistics Chiefs for housing, meals, fuel, security, transportation, dust abatement, crash rescue, and other supplies necessary to support military and civilian agency management personnel.
- Coordinate with Area/Incident Command and the MAOC to establish mission ordering procedures and acquire Incident Action Plans.
- Report all incident/accidents through appropriate channels.
- Coordinate media activities through the military and incident information officers.
- Keep Region/State and NICC aviation managers advised of current operations. Forward daily summary reports to Area/Incident Command and to the NICC Military Coordinator.
- Inform NICC National Military Coordinator when release is contemplated.
- Complete performance evaluations for all staff members and submit an after action report to the NICC Military Coordinator.

Qualifications: The person assigned to the AAML position should be a National, Regional, or State level Aviation Management Specialist; Technical Specialist; or government Pilot with extensive experience in fire aviation and military helicopter use.

70.6.2 Agency Standardization Pilot/Technical Specialist. This includes government helicopter pilots and maintenancespecialists. These personnel are necessary to ensure that military aircraft and pilots meet all agency requirements prior to fire assignment utilization and to provide follow-up checks during field operations. These positions report to the Agency Aviation Military Liaison.

- Provide required agency training and briefings to military aircrews at the military units' Home Station or other designated location. This will occur pre-season or upon military activation and includes agency training requirements for Designated and Non-Designated Missions, as appropriate. (See 70.5 Military Pilot Training and Qualifications)
- Ensure military pilot experience and training meet agency standards.
- Ensure required agency equipment, avionics and markings have been installed or applied. Ensure aircraft configuration meets agency needs.

70.6.3 Military Aviation Operations Coordinator (MAOC). The MAOC is necessary when more than one military helicopter is assigned at one location. The MAOC supervised by the Agency Aviation Military Liaison but must work closely with the Incident Air Operations Director or Area Command Aviation Coordinator. The MAOC is located at the assigned operating area for the Military aviation unit; this may be an individual incident location or an Area Command Military aircraft staging area. The major role for the MAOC is to coordinate the use of military aircraft between the Military Operations Officer and the Incident Air Operations Branch Director. The MAOC shall:

- Obtain assignment and direction from the Agency Aviation Military Liaison.
- Meet with the Military Operations Officer and establish a joint operations facility at the military staging area or assigned helibase.
- Obtain a list of all military aircraft, flight personnel, and aviation assets to be used on the incident.
- Coordinate with the Military Operations Officer on daily assignments of aircraft and flight crews. Direction and assignments to military personnel must be made through the Military Operations Officer.
- Provide organizational oversight of all agency aviation personnel assigned to military aviation operations.
- Maintain records for all requests and use of military aircraft.
- Keep the Agency Aviation Military Liaison and the Area/Incident Air Operations Branch Director informed on the number of aircraft available and the types of missions the military unit can provide on a daily basis. Notify the AAML immediately if any problem arises which will prevent an assigned mission to an incident from being performed.
- Request all logistical support, supplies and fuel through the Logistics Section Chief.
- Conduct pre and post daily operational briefings for the flight crews.
- Ensure all military flight crews have incident maps, frequencies, flight following procedures, and other information necessary to complete assigned missions.
- Do not allow formation flying of military aircraft to or on incidents unless the helibase is informed and prepared for multi-aircraft flights.
- Coordinate media flights and proficiency flights with the Incident Air Operations.

Qualifications: Must have experience equivalent to a Helicopter Operations Specialist or a Helicopter Pilot Inspector.

70.6.4 Military Helicopter Manager Supervisor (MHMS). The MHMS position is only necessary when span-of-control exceeds the capability of the MAOC and is dependant on the number of military helicopters and whether they are co-located or not. The role of the MHMS is to train, equip and assist the joint military/civilian flight crews to operate with the agency's fire organization. The MHMS is directly responsible for supervising the agency aviation personnel assigned to the military aircraft. The MHMS reports to the MAOC. The MHMS must assure that all equipment is provided to the joint military/agency flight crews through the Finance and Logistics Chiefs. The MHMS will directly contact and communicate with Area/Command and Incident personnel on any business concerning the military flight crews as directed by the MAOC. The MHMS shall:

- Report to the MAOC for assignment and briefing on missions.
- Order equipment, transportation, and supplies based on the MAOC briefing through the Finance/Logistics Section Chiefs.
- Prepare training/briefing plans for military flight crews, civilian helicopter managers, and agency incident aviation managers. The Training/Briefing plan will include helibase operations, allowable passenger and cargo payloads, passenger briefings, and landing area criteria.
- Assist the MAOC in establishing the military unit staging/operations areas as requested.

Qualifications: The MHMS needs to be a qualified Helicopter Operations Specialist or Helibase Manager 2 (HEB2)

70.6.5 Military Helicopter Manager (MHEM). A qualified MHEM (HELB or HCWN) will be assigned to every military helicopter deployed in support of fire suppression (except military medevac helicopters). The MHEM is the direct liaison between the military flight crew and the incident Air Operations organization. The MHEM reports to the Military Aviation Operations Coordinator or Military Helicopter Manager Supervisor but must work within the assigned helibase organization. The MHEM will supervise agency crew members when assigned to military helicopters. As a member of the joint military/agency flight crew, the MHEM will obtain instructions and information on passengers and cargo to be moved, assist the Military Crew Chief in loading and unloading of cargo and passengers, keep aircraft use records, and will act as the liaison for the Military Crew Chief to ensure all joint military/agency aviation policies and safety procedures are complied with. The MHEM shall:

- Arrive prepared for incident assignment, including flight helmet, flight suit, flight gloves and leather boots.
- Report to the MAOC or MHMS and receive assignment and briefing on Military operational procedures and policies.
- Develop a working relationship with the military flight crew and other agency and military personnel. As an active member of the flight crew, assist the Pilot in Command by advising them of incident/aviation procedures and by serving as a liaison with incident personnel.
- Receive mission assignments from MAOC and relay assignments to the flight crew and Pilot in Command (PIC).
- Ensure the military flight crew receives all pertinent information necessary for the safe completion of the assigned missions.
- Ensure all flight operations are conducted according to the joint military/agency policies established for military aircraft operations.
- Keep accurate aircraft use records and report all incidents or safety concerns to the Helibase Manager and MAOC or MHMS immediately.
- Attend all pilot briefings to ensure mission integrity.

Qualifications: Meet interagency Fire Call-When-Needed Helicopter Manager standards.

70.6.6 Military Helicopter Crew Member (MHEC). MHEC will be assigned only as required to staff military helicopters. The MHEC is part of the joint military/agency flight crew on military helicopters. The helicopter crew member position is supervised by the MHEM assigned to the aircraft. The MHEC shall:

- Arrive prepared for fire assignment, including flight helmets, flight suit, flight gloves and leather boots.
- Report to the MHEM and receive assignment and briefing on military operations procedures and policies.
- Develop a working relationship with military flight crew and MHEM.
- Assist the MHEM and the Flight Engineer/Crewchief in the loading, unloading of all passengers and cargo, ensure passengers comply with safety requirements and all cargo is safely secured.
- Attend briefings and debriefings as appropriate.

Qualifications: Meet Interagency Fire Call-When-Needed Helicopter Crew Member standards.

70.6.7 Helicopter Coordinator (HLCO). The Helicopter Coordinator is an airborne position provided by the incident and reports to the incident Air Tactical Group Supervisor. A HLCO is required whenever military helicopters are performing bucket operations in incident airspace.

**70.6.8 Logistics Section Chief (LSC2).** A Logistics Section Chief is only required when military aviation support needs exceed the capabilities of the Incident Logistics Section Chief or when the military aviation contingent is staged at a non-incident location (Area Command Military Staging Area). The LSC2 reports to the MAOC to coordinate all support for the military aviation unit. Duties include documenting and approving all costs associated with the activation, operation, equipping and management of the military aviation unit. In addition, this person is responsible to coordinate the procurement and accountability of all supplies, equipment, services, transportation, fuel, and facilities needed to support the military and civilian management group. The LSC2 shall:

- Coordinate with military aviation advance party to determine needs.
- Immediately upon arrival, identify the Finance Section Chief and Logistics Section Chief on the Incident Command Team and work closely with those individuals. If the military aviation unit is not co-located with an incident supported by an Incident Command Team, the LSC2 will contact the appropriate agency Financial Manager/Administrative Officer at NIFC for assistance with finance questions and purchasing contracts.
- Contact NIFC for the management code/charge number for all costs incurred with the military unit's use on the incident(s). The support costs will be prorated based upon the hours flown on each incident, using the agency/unit assigned management code assigned to a specific incident.
- Refer to Chapter 100, Incident Business Management, for direction on cost reimbursable items to the military. For questions on items not specifically covered under this chapter, contact the Incident Finance Section Chief. If there is no Finance Section Chief, contact the agency Financial Manager/Administrative Officer at NIFC for direction.
- Provide oversight and approval procedures for all support costs associated with the military unit activation.
- Order, receive, store, and distribute supplies and equipment. Maintain inventory and accountability of supplies and equipment. Coordination with Incident Logistics Section Chief will be required to develop procedures for ordering supplies and equipment.
- Order, receive, and account for the aviation fuel furnished to the military. After demobilization of the military aviation unit, the Logistics Officer will facilitate the transfer or removal of excess fuel.
- Coordinates the procurement of lodging, feeding arrangements, transportation, facilities, and other services needed by the military and civilian aviation group.
- Provide costs to the Incident Finance Section Chief, the AAML and the appropriate agency Financial Manager/Administrative Officer at NIFC.
- At the end of the assignment, account for all property issued to the military and civilian management group. Send records of all costs incurred to the appropriate agency Financial Manager/Administrative Officer at NIFC.
- Establish security for aircraft and equipment.

Qualifications: Meet Interagency Type 2 Logistics Section Chief Standards

**70.6.9 Water Bucket Mechanic (WB).** Water bucket mechanics are only required when approved military helicopters are deployed to perform bucket operations.

- Must be knowledgeable in field maintenance and repair of water/retardant buckets used by the military.
- Will work closely with the LSC2 in ordering, purchasing and inventoring parts from manufacturers and other dealers to sustain repairs.



- Will be required to maintain a parts and tool inventory and keep the buckets in operating condition.
- At the completion of the military support, the water bucket mechanic will coordinate with the MHMS to return the buckets, in working order, and all unused parts and tools to the designated point(s) of storage.
- Activation of this position should be done in conjunction with the expected arrival of the aviation unit. This allows for planning of supplies and equipment and the opportunity to assess bucket conditions.

Qualifications: The WB must be a trained mechanic/technician familiar with the water buckets being used by the military. Bucket manufacturers are the main source for these individuals. Some manufacturers have field technical representatives that are directly requested to provide this service. Other sources for trained individuals may be retired employees.

**70.6.10 Communications Specialist.** This agency position is located at NIFC, reports to the NIFC Military Coordinator and normally performs duties during the mobilization phase of military aircraft. A Communications Specialist may be assigned to incidents with large or complex military activity and would be assigned to the Incident Logistics Section Chief to coordinate communication for the Military Aviation Unit.

- Responsible for coordinating installation and maintenance of national interagency radio communication support cache equipment that was assigned to an incident.
- Serves as member of Agency Advance Party to brief military commanders on communications issues.
- Coordinate with the Military Communications Officer, Operations Officer, and Avionics Technician on use of all frequencies and communications equipment.
- Coordinate with the Communications Unit Leader, Logistics Chief, and Air Support Supervisor.
- Attend agency planning meetings and briefings as appropriate.
- Implements military support requirements such as: The need for cross link radio system, telephones and communication requirements.
- Ensures communication problems or issues concerning the communication support to military are resolved.
- Recommends procurement of communication and navigation equipment.

Qualifications: Must meet the agency requirements for Avionics and Communications Specialist positions.

**70.7 Military Aviation Organization.** Every military Commanding Officer has the authority to give lawful orders to those under his or her command. Orders are passed from the Battalion Commander to the Company Commander to the Operations Officer, and then to the Platoon Leader or to the Air Mission Commander, for multi-ship operations, or the Pilot in Command for single-ship operations, and finally to the flight crew members. The aviation unit may have the following positions within its organization:

**70.7.1 Commander (CO)/Officer in Charge (OIC).** A Commander (or Commanding Officer) is in charge of each battalion and each company. If a Commander is not deployed with the unit, the Senior Officer at the site will be designated as the Officer in Charge (OIC). The CO/OIC is:

- Responsible for overall operations of the unit.
- Responsible for disciplinary and legal issues.
- Ensures unit and individual training meets requirements.

- Supervises aircraft and aircrew scheduling.
- Supervises maintenance operations/logistics support.
- Makes and enforces crew endurance policies.
- Coordinates with Agency Aviation Military Liaison (AAML) and Military Aviation Liaison (at area/incident command staff).
- Enforces the safety program (ground and air).
- Manages living areas and support requirements.
- Manages personnel assignments.
- Coordinates with the parent organization (higher headquarters) on all matters.
- Has ultimate approval authority of all mission requests.
- Directs operations of the Military Operations Officer.

70.7.2 Military Aviation Liaison (MAL). The MAL is located at appropriate air operations (incident and/or area) location. The MAL:

- Coordinates all areas of military helicopter support with the AAML at incident and/or Area Commands.
- Coordinates military aircraft support missions/logistics with Unit Commanders (CO), Officers-in-Charge (OIC) or military Operations Officers (S3) or other MALs.
- Provides reports to and coordinates with appropriate military headquarters and the Defense Coordinating Officer.
- Advises the AAML on capabilities and limitations of military aviation.

70.7.3 Operations Officer or Battalion S3. A battalion (S3) and company level position (Ops. Officer) is in charge of flight operations, unit plans, and training. Reports directly to the Commander or the Officer in Charge. The S3:

- Ensures mission readiness and accomplishment
- Supervises a crew endurance program
- Schedules aircraft and aircrews
- Conducts mission briefings to Air Mission Commanders or Pilots in Command
- Coordinates with Military Air Operations Coordinator (MAOC), Unit Commander (CO/OIC) and Military Aviation Liaisons (MAL) on all aspects of unit operations, to include logistics
- Provides daily activity reports to MAL and Defense Coordinating Element (DCE)

70.7.4 Operations Specialist (93P). Reports to the unit's Operations Officer and generally fills the dispatcher role regarding flight planning, flight following procedures, airspace restrictions, weather information, aircraft availability and management of individual aircrew flight records.

70.7.5 Communications Officer or Specialist. The Communications Officer coordinates all communications requirements for the battalion. Communications Specialists do the same for each company and also maintain the communications equipment. The Communications Officer or Specialist:

- Advises the Commander on all communications matters, including placement of required communications and navigation equipment.
- Coordinates with maintenance personnel to ensure that all aircraft assigned to a mission have adequate communications and navigation equipment installed and operational.
- Ensures avionics equipment installed in the aircraft meets military regulatory requirements for either temporary or permanent aircraft modifications.

- Ensures any technical requirements for avionics support are adequately staffed at field sites.
- Advises the Commander on the technical communications aspects of electronic systems and devices as required.

NOTE: The aircraft specific communications problems will be addressed by an avionics repair man in the units maintenance section.

**70.7.6 Standardization Instructor Pilot (SP).** The SP ensures all training conducted by unit personnel is standardized using appropriate military regulations and Standing Operating Procedures (SOP). The SP:

- Ensures all Instructor Pilots (IP) are standardized in the task performance standards being taught.
- Acts as a subject matter expert on issues relating to aircraft capabilities, crew performance standards, or mission support capabilities.
- Ensures compliance with military regulations and SOPs regarding the proper documentation of training being accomplished.
- Ensures all crew members are qualified to perform the assigned mission.
- Coordinates with the Operations Officer and OIC to ensure scheduling results in safe and efficient flight crews.
- Reports directly to the Commander.

**70.7.7 Instructor Pilot (IP).** The IP is responsible for conducting all flight training of aviator tasks. The IP also evaluates aviator and flight crew performance to ensure tasks are being performed in accordance with military regulations and SOPs. The IP may also develop and teach aviation subjects in a classroom environment, act as a subject matter expert on aircraft capabilities, limitations, or questions relating to mission performance.

**70.7.8 Aircrews.** The make up of the aircrew depends on the type of aircraft, the type of mission it is performing and the unit's SOP. UH-60 and CH-47 aircraft require a PIC, a Co-Pilot and a Flight Engineer (CH-47) or Crewchief (UH-60) as a minimum crew. If a CH-47 is performing slingload or terrain flight operations, a Crewchief is added to the crew. Other military aircraft may only require a PIC on board. However; all military aircraft flying in support of both Designated and Non-Designated military missions will assign two pilots qualified in model, one of which is the pilot in command.

**70.7.9 Air Mission Commander (AMC).** When two or more aircraft are tasked to perform a single mission, an Air Mission Commander is designated. The AMC has overall responsibility for planning and completion of the assigned mission from the initial air mission brief to the back brief upon mission completion. The AMC makes the determination whether or not the mission can be completed as briefed and briefs the aircrews on the assigned mission.

**70.7.10 Pilot-In-Command (PIC) and Pilot (PI).** The PIC is the military pilot who is in charge of each aircraft in flight. The PIC has final authority over the aircraft and crew. The pilot assists the PIC in flying and navigating. The PIC or PI:

- Is ultimately responsible for the aircraft, aircrew, passengers and cargo.
- Has final authority on approving internal or external loads.
- Responsible for mission completion for single ship missions.
- Ensures all tasks performed are done in accordance with the mission briefing and that all crew members on the aircraft are properly briefed on the mission.

- Coordinates with the Military Helicopter Manager (MHEM) in conjunction with the Flight Engineer/Crew Chief.
- The Pilot assists the PIC in flying and navigating.

70.7.11 Flight Engineer (FE) and Crewchief (CE). The FE is responsible for daily maintenance of the aircraft and the load configuration of the CH-47. The CE assists the FE on the CH-47. On the UH-60 and UH-1 aircraft, the CE performs these duties. The FE or CE:

- Inspects load configurations, supervises loading of cargo in accordance with military regulations and SOPs and ensures cargo is secured for flight.
- "Calls the load" during external load operations. Controls release of the load on the CH-47.
- Ensures passengers are loaded safely and efficiently and passengers and other crew members are properly secured prior to flight.
- Ensures aircraft systems are operating properly on CH-47 helicopters.
- Coordinates directly with the Military Helicopter Manager.
- Clears the rear of the aircraft in flight, on take off and landing.

70.7.12 Aviation Safety Officer (ASO).

- Assists the Commander in implementing the units safety program
- Advises the Commander on safety related issues including air and ground safety
- Monitors compliance with the units crew rest policy and procedures.
- Prepares military safety reports.
- Responsible for securing an accident site prior to arrival of the Accident Investigation Team. Ensures compliance with initial accident investigation procedures.

## 70.8 Aircraft Security, Maintenance and Refueling.

70.8.1 Security. The military is responsible for the security of all military aircraft and military support equipment provided.

70.8.2 Maintenance. When military aircraft are activated it will be necessary to accommodate their maintenance group. The Civilian Agencies' involvement would be to assist in selecting and obtaining a suitable area and facilities for maintenance. A request through military command may be necessary for additional military aircraft maintenance support. To meet military logistical needs, it may be easiest to station military aircraft at or near an airport where aircraft parts and equipment can be readily delivered.

70.8.3 Refueling. Military aircraft use J-8 or Jet A fuel. The military can purchase fuel by credit card from any commercial source or obtain fuel from local military sources. Military helicopters require the fuel additive PRIST. Ensure fuel source(s) contains PRIST; if not, arrange for this additive to be available. PRIST is generally available through commercial fuel vendors. The Military Operations Officer will need the location of available sources, so contracts can be made with a fuel supplier to furnish fuel to the staging area(s). The military has two systems for providing fuel to their aircraft; military fuel trucks with matching fuel connectors, and a Forward Area Refueling System (FARS) which is a bladder fuel tank with filter, hoses, and connectors.

70.9 Aircraft Equipment Description and Specifications. All military aircraft deployed to fire support assignments shall be configured with the equipment required by this chapter.

70.9.1 Designated Military Mission. Helicopters shall have:

70.9.1.1 High visibility markings on main rotor blades and fuselage. Contact the USFS National Helicopter Specialist at 208-387-5623, the USFS Aerial Attack Systems Specialist at 208-387-5634 or the BLM National Helicopter Specialist at 208-387-5173 for aircraft marking requirements.

70.9.1.2 A complete set of current aeronautical charts covering area of operations.

70.9.1.3 All military aircraft will be equipped with one (1) 720 channel VHF AM aeronautical radio system operating in the 118 to 136-MHz bands, with 25 kHz channel increments, and a minimum transmitter carrier power output of five watts. The agency may furnish military aircraft with a radio system compatible with agency frequencies, i.e., a 9600-channel VHF FM aeronautical radio system operating over the frequency band of 150 to 174 MHz.

Adapters will be provided by the agency to allow for an interface between the Helicopter Manager and the flight crew.

Until the agency furnished radio systems can be installed, the following interim procedures may be utilized:

- Helicopter coordinator will accompany single helicopters without civilian band communications
- Helicopters will be allowed to operate helibase to helispot if both locations have communications with the helicopters.
- Multi-ship operations can include helicopters without civilian band communications as long as either a helicopter coordinator is present or at least one helicopter has civilian band communications

70.9.1.4 All military aircraft will be equipped with a Global Positioning System (GPS), or its equivalent, to be used for locating the position of the aircraft at all times by referencing latitude and longitude coordinates.

70.9.2 Non-Designated Military Mission. Non-Designated Military Mission aircraft will include Designated Military Mission equipment and the following:

70.9.2.1 One Mil-Spec cargo hook employing both electric or hydraulic and manual release systems and rated at the maximum lifting capacity of the aircraft.

70.9.2.2 Adequate tie-down straps, nets or other devices for securing cargo in the cabin or cargo compartment. These devices shall be simple in function and have the capability of being installed quickly.

70.9.2.3 The agency may provide to the military one variable capacity bucket and rigging with a capacity commensurate with the maximum lifting capabilities of the aircraft. For Type 1 helicopters, either an agency approved bucket or an internal tank is acceptable. Either the weight of the bucket and capacity at each adjustment level shall be marked on the bucket or the operator shall have a written statement of the maximum capacity

(weight) at each adjustment point. Buckets provided by the agency will be returned to the NIFC fire cache for refurbishment. The military will provide the appropriate rigging to interface with agency provided buckets.

70.9.2.4 All external load operations and equipment will meet Interagency Helicopter Operations Guide (IHOG) specifications.

70.9.2.5 The agency may provide one remote cargo hook with release system and brush guard or cage rated at no less than the primary hook capacity.

70.9.2.6 The agency may provide long-lines meeting the following requirements:

- Rotation resistant wire rope with swagged fittings rated in accordance with ANSI standards.
- For Type 2 helicopters, the lengths of wire rope shall be readily adjustable from 50 to 150 feet. For Type 1 helicopters, the lengths of wire rope shall be a minimum of 100 feet.
- Fabrication and installation methods shall be in accordance with aircraft and ANSI standards.
- The military will provide the appropriate rigging to interface with agency provided long lines.
- Alternate rigging configurations shall be approved by NIFC aviation with concurrence from the military OIC.

#### 70.10 Agency Mobilization Check List for Military Helicopters

The following checklist can be used as a guide when initiating mobilization plans for the military helicopter units on incidents:

- Order for military helicopters has been properly initiated through the appropriate dispatch unit. Military is informed of incident number and management code for the incident.
- Number of helicopters ordered are sufficient considering maintenance and crew changes.
- Identify units designated military mission.
- Fuel is ordered by proper type for the aircraft. Who is supplying the fuel?
- Regional or Area aviation group/management involved with the mobilization has been notified.
- A purchasing unit has been identified.
- Copy of the Memorandum of Understanding is available as well as flight hour costs and crew pay rates available.
- Adequate agency aviation positions ordered commensurate with the military aviation assets.
- Staging area for helicopters to join up with agency personnel has been identified.
- Helicopters are equipped with proper radio packages or will be installed. Frequency Cards are included.
- Incident radio frequencies and contacts are given to military prior to entering the incident area.
- Helibase parking has been selected to accommodate all helicopters ordered. Dust abatement ordered.
- Ground transportation has been arranged prior to arrival.
- Eating/sleeping facilities have been arranged.
- Military and agency chain of command/staffs established.
- Develop an organizational chart with positions for military/agency chain of command, to include spaces for names of individuals as applicable.
- Military flight crews have been briefed.
- Medical evacuation procedures, including crash rescue capabilities have been established.
- Maps and hazard maps made available to pilots.
- Incident action plans are made available.
- If available, dedicated telephones and radios for use by the military.
- Crew endurance tables (pilot flight hours) and flight duty limitations are addressed.
- Status of aircraft availability (maintenance posture).
- Keep daily logs, incident reports and complete aircraft pay documents.
- Performance planning and manifesting to be completed for all flights.
- High visibility water paint (temporary) made available for marking and identifying helicopters.
- Security established.
- Water bucket mechanics available.
- DOD OLR/AMCOM team activated if requested for added maintenance capability.





CHAPTER 80  
COMMUNICATIONS

- 80.1 Introduction
- 80.2 Roles and Responsibilities
- 80.3 Guidelines

## CHAPTER 80 - COMMUNICATIONS

80.1 Introduction. The objective of this chapter is to provide information and give specific instructions to Communications Unit Leaders (COML) and Communications Coordinators (COMC) at all levels. It describes the duties and responsibilities of the COML associated with the use of military personnel and/or aircraft assigned to critical incidents during situations when there are suppression resource shortages.

Constant communications coordination, at all levels, will be necessary to reduce the duplication of resource orders. This will enable effective control of communications resources to be maintained which is critical when these resources are in short supply.

### 80.2 Roles and Responsibilities.

#### 80.2.1 Communications Coordinator.

Actions to be taken: (In addition to those established by the National Interagency Mobilization Guide)

- Coordinate deployment of communications equipment and personnel needed to support the military.
- Contact all COML's under Complex or Area Command Authority on a daily basis. Travel to each incident at least every other day.
- Coordinate with the National Interagency Fire Center (NIFC) on specialty equipment, e.g. satellites, AM-FM linking.

#### 80.2.2 Communications Unit Leader.

Actions to be taken:

- Interface with military counterpart.  
\* Battalion Signal Officer.
- Coordinate with Communications Coordinator; if none assigned, contact Region or the NIFC-Communications Duty Officer (CDO) at (208) 387-5644.

This is done prior to placing any orders for personnel and/or equipment.

- Coordinate with Air Operations to facilitate any frequency and/or equipment requests.
- Daily contact with Air Operations Director is required throughout incident.
- Ensure frequency assignments are adhered to throughout incident duration and area.
- All requests for aviation communications support should be coordinated with Communications Coordinator, Region or NIFC prior to placing orders.
- Assume control of all National Incident Radio Support Cache (NIRSC) equipment pre-issued to military by NIFC prior to their arrival. This equipment is for communications support of military personnel.
- Establish issue records.
  
- Issue radios to military personnel or to the military crew liaison according to their pre-established issue list.

- Prior to release of military personnel collect and account for all NIRSC radios assigned.
- When all radios are accounted for, arrange for immediate release to NIFC for refurbishing.
- If no Regional Communications Coordinator is assigned, assume duties and coordinate frequencies, personnel and equipment for complex.

### 80.3 Guidelines.

#### Over-all:

- Do not second-guess communications requirements of military.
- Handheld command/tactical radios from the NIRSC will be issued to the Strike Team Leaders, Military Crew Advisors and military leadership prior to incident assignment.
- Communications requirements for all military command and control will be handled by the military.
- The most important military logistics communications requirement will be for telephone and facsimile services.
- Communications requests by the military and supplied by incident will be ordered through normal incident ordering system.
- Inclusion of key military personnel into Camp Net will facilitate the interface of the military into the incident system.

#### Air Operations:

- It will be necessary to order AM-FM Aircraft radio/link kits (NFES 4370) for supporting military helicopters. This allows crossbanding into the VHF-AM Band which they are all capable of operating on.
- Before ordering coordination with NIFC will be required.
- If not previously granted, an Air Worthiness Release (AWR) must be obtained before kit installation can take place.

#### Defense Liaison Officer (DLO) and DLE:

- DLO/DLE requirements will be for telephones, cellular and facsimile. Any requirements for additional communications support is coordinated through NIFC/NICC.

## CHAPTER 90

### PUBLIC INFORMATION

90.1	Introduction
90.2	General
90.3	Responsibilities
90.4	Operations
90.5	Tasks
90.6	References

## CHAPTER 90 - PUBLIC INFORMATION

90.1 Introduction. It must be recognized that differing public affairs roles, missions and regulations among the military services and the civilian fire management agencies require careful advance planning when incidents involve the mobilization of military forces in dealing with complex situations.

The Fifth Army/Multi-Agency Public Affairs plan is designed to identify the specific responsibilities of each agency and to identify how each agency plan is accomplished when military assistance is provided. It provides guidance for military public affairs actions (public information, command/internal information and community relations) and for a joint, coordinated public affairs effort with the NIFC Office and with Incident and Area Command staffs on the ground.

### 90.2 General.

- A. Department of Defense (DoD) resources will be requested by NIFC to support firefighting operations. Such requests will be based on the severity and scope of the situation and the exhaustion of the supply of readily available civilian firefighting resources.
- B. Firefighting activities, both prior to and subsequent to the deployment of military forces, will attract a great deal of media interest. Large numbers of media representatives are expected to seek access to areas of firefighting activities, particularly when the military is engaged.
- C. All public affairs activities will be in accordance with fire management agency and DoD directives, unless specifically stated otherwise.
- D. Fire management agencies include, but are not limited to, the Bureau of Land Management (BLM), National Park Service (NPS), Bureau of Indian Affairs (BIA), U.S. Fish and Wildlife Service (FWS), and U.S. Forest Service (USFS); as well as many of the State Forestry agencies.

### 90.3 Responsibilities.

- A. The NIFC External Affairs Staff, through the National Fire Information Center at NIFC, will disseminate national interagency fire and incident information and coordinate incident information activities with all civilian and military agencies involved.
- B. The Fifth U. S. Army Public Affairs Office is the responsible agency for the conduct of military public affairs in support of military forces engaged in firefighting operations. The Public Affairs Office assists the civilian media in their news-gathering operations. When military forces are assigned to support civilian firefighting activities, the Fifth U.S. Army PAO will arrange a liaison element to the National Fire Information Center at NIFC.
- C. As an integral part of the military command information program, PAO elements will include the total military community (Active Component, National Guard and Reserve Components) in all information activities where military forces are supporting civilian incident operations.
- D. Each activated battalion will deploy with an attached Public Affairs Team (PAT), (a minimum of 5 personnel). Deployed Public Affairs Teams will conduct joint, coordinated public affairs activities with land management incident information personnel on the ground and coordinate all media feeds with the host agency Chief, External Affairs at NIFC. All deployed Public

Affairs Team members will attend firefighter training at the installation.

#### 90.4 Operations.

A. Military Concept of Operations; Assistant Secretary of Defense (Public Affairs) will provide military public affairs guidance and policy through Headquarters, Department of the Army (HQDA) and Forces Command Public Affairs, for public affairs support of firefighting operations by DoD components.

B. Public Affairs planning will commence concurrently with operational planning. NIFC External Affairs and the Fifth U.S. Army PAO will monitor ongoing situations and communicate the anticipated deployment of military forces.

C. Mobilization and Deployment.

- A fully qualified Incident Information Officer from one of the civilian land management agencies will accompany the NIFC Advance Party formed by NIFC to the military installation tasked forces command to provide troops for firefighting duty.
- Fifth U.S. Army Military Support to Civil Authorities (MSCA) plan will be the guide for military public affairs support. The Fifth U.S. Army will arrange to deploy a liaison team to the National Fire Information Center at NIFC to coordinate the joint public affairs effort with NIFC. The Fifth U.S. Army Public Affairs will coordinate support to the liaison team and provide interface with higher headquarters.
- After an operation, the Fifth U.S. Army is responsible for preparing a military after-action report to Forces Command (FORSCOM) Public Affairs. The report will contain historical information pertaining to successes, problems, proposed solutions and lessons learned. This information will be shared with the NIFC External Affairs staff and incorporated, as appropriate, into future operations.

#### 90.5 Tasks.

A. Office of the Assistant Secretary of Defense (Public Affairs) will:

- Provide ongoing changes to approved military public affairs guidance, as well as feedback on coverage by major media, to Forces Command and other participating commands.
- Designate the reporting military chain of command (who's in charge, reporting requirements).

B. Headquarters, Department of the Army and Forces Command Public Affairs will:

- Coordinate and determine marketing information and guidance for military public affairs products to various outlets to include Soldiers Radio and TV Service (SRTV), Armed Forces Radio and TC Service (AFRTS), Army News Service (ARNEWS) and civilian media.
- Provide Public Affairs elements (Fifth Army PA) liaison to NIFC and Public Affairs Teams in the area and incident commands with the means of transmitting/forwarding military public affairs products in an expeditious manner

(Express Mail, etc.).

- Designate military Public Affairs liaison to the National Fire Information Center (optional) or delegate this authority to Fifth U.S. Army Public Affairs, to include release authority for all military public affairs products.
- Determine and designate military public affairs resources to area and incident commands, to include PAT's, satellite communications times and access, and other public affairs resources as required.

C. Fifth U.S. Army Public Affairs will:

- Advise Commander, Fifth U.S. Army, to task appropriate commands or installations to provide public affairs support to military forces engaged in firefighting activities and make appropriate recommendations or requests for that support through Forces Command to HQDA or appropriate service headquarters, ie. U.S. Marines.
- Provide publicaffairs liaison team (usually the Chief of Operations and Plans or the Chief of Media Relations) to the National Fire Information Center, once U.S. Army or other military forces are committed to firefighting operations. The personnel of that element serve as the official military spokesperson for and coordinate and supervise all public affairs activities for the military in support of civilian firefighting activities.
- Serve as the link between the liaison team at the NIFC and higher headquarters public affairs once the liaison team has been deployed.
- Assist the NIFC liaison team in solving problems concerning staffing, equipment and logistics for military public affairs teams deployed in support of Area or Incident Commands.
- Assist the NIFC liaison team in ensuring public affairs products generated at NIFC and at area and incident commands where the military is engaged in firefighting are being distributed as required to the appropriate agencies and outlets.
- Coordinate with other Fifth U.S. Army staff, Forces Command Public Affairs, and HQDA Public Affairs to acquire the services of the DA Special Pictorial Operations Team (DASPO) and the Army/Air Force Hometown News Releases (HTNR) Team.

D. Fifth U.S. Army Public Affairs Liaison to NIFC will:

- Assume operational control of all military public affairs elements (PATs) designated to support military forces engaged in firefighting activities.
- Deploy as part of Fifth U.S. Army Mobile Training Team, in coordination with the NIFC Advance Party Public Affairs Liaison, to Home Station of deploying elements. The assignment is to conduct appropriate training and prepare appropriate print, video and audio news releases prior to military units deploying to designated incidents.
- Co-locate with the NIFC, once military forces are assigned to firefighting duties at specific incidents.
- Serve as the point of contact, at NIFC, for home station PAO's, higher headquarters and land management agencies for all military public affairs activities. Directs, in coordination with the land management agencies, all military public affairs activities in the areas of operations not covered by the rules of the Incident Command System.
- Serves as the facilitator and interpreter of military public affairs policy and procedures for NIFC incident information personnel and other interested non-military parties. Provides daily updates to home station PAO's on what their

units are doing.

- Clears all releases (electronic or print) whether they are from home station public affairs offices or from the field, when the subject is military support of firefighting.
- Determines, in coordination with the NICC Manager, procedures for joint casualty reporting. All such injury or fatality information shall be cleared by the Incident Commander or Agency Administrator having jurisdiction over the incident. Release of such information involving either military personnel or civilian personnel traveling in military transport, shall be joint and simultaneous by the appropriate civilian and military authorities.
- Direct and control the activities of DASPO, HTNR and other external military news/information gathering agencies on individual incidents.
- Serve as member of total interagency incident information effort.

E. Home Station/Installation Public Affairs Officers will:

- Provide pre-deployment and deployment information to be sent with deploying PA elements, such as biography's of TF leaders, unit histories, equipment unique or special to the unit and deployment times and arrivals.
- Take the lead on military releases and public affairs products received from the military PA elements on the individual incidents.
- Provide community involvement products from home stations to the soldiers on the firelines.
- Serves as a marketing source for PA products from the field, must act as one for the total, interagency PA effort.

F. NIFC External Affairs Officer:

- Is the manager of the National Fire Information Center and is the official spokesperson for national interagency wildfire information.
- Coordinates the joint, total public affairs effort with the Fifth Army Public Affairs Liaison Team, ensures "speaking with one voice" tenets are observed.
- Ensures conformity of military and civilian agency public affairs activities with the relevant regulations of all agencies involved.

G. Lead Public Information Officers (Area Command ) will:

- Coordinate military and civilian public affairs activities at the Area Command level.
- Provide training and support to military public affairs elements.
- Ensures military and civilian public affairs products conform with the relevant regulations of all agencies involved.

H. The Incident Information Officer will:

- Coordinate military and civilian public affairs products for the agencies involved in the incident.
- Provide training and support for military public affairs elements.
- Coordinate clearance for military public affairs overflights and fireline activities with the Incident Commander.
- Ensure civilian and military public affairs products conform with the relevant agency regulations.

I. Coordinating Instructions:



- Participating military and civilian Public Affairs Officers are authorized and encouraged to communicate and coordinate with each other.
- During the low-risk fire season, incident information training should be incorporated into other normal training. Ideally, civilian agency incident information officers and military public affairs officers would exchange information and procedures, then discuss their incorporation into this guide.
- In coordinating the release of public information, military releases such as hometown releases, internal information and briefings for higher headquarters, will follow appropriate military public affairs guidelines. All incident information jointly involving the military and civilian agencies will be coordinated through the Incident Command System as appropriate at the incident, area command, geographic area and national levels.

#### 90.6 References.

- AR-360-5, Public Information
- AR-360-61, Community Relations
- AR-360-81, Command information
- FM-46-1, Public Affairs
- Fifth U.S. Army Plan, Military Support to Civil Authorities (MSCA)
- DOD Reg. 4513, Eligibility for Air Travel
- NWCG Fireline Handbook, PMS 410-1
- BLM 1120/1217 Manuals (Public Affairs/Fire Management)
- USFS Public Affairs Manual

## CHAPTER 100

### INCIDENT BUSINESS MANAGEMENT

100.1	General
100.2	Awards
100.3	Reimbursable Costs
100.4	Non-Reimbursable Costs
100.5	Additional Personnel Requests
100.6	Claims
100.6	Billing Procedures

## CHAPTER 100 - INCIDENT BUSINESS MANAGEMENT

100.1 General. Incident Business Management captures the guidelines for reimbursable costs and procedures for processing billings. Generally, costs over the military's normal operating expenses and directly chargeable to the incident are considered to be reimbursable by the Agency.

100.2 Awards. Awards are provided at the national level to the military personnel involved in supporting wildland fires. If Incident Management Teams or local units wish to recognize the military for their support to an incident outside of the national awards, the costs of the awards must be paid from presuppression or programmed funds. Awards, plaques, pins, etc. may not be charged to a wildland fire agency's suppression funds.

100.3 Reimbursable Costs. Military expenses for furnishing incident support above normal operating expenses of the military include the following:

- Pay for civilian personnel temporarily hired for the disaster relief without regard to the Civil Service Laws and the Classification Act of 1923 as amended.
- Overtime pay to civilian personnel.
- Travel and per diem expenses for military personnel (military and civilian).
- Costs associated with cellular phones owned by the military.
- Costs of purchasing additional tents, cots, etc, if unable to obtain from other military installations or through our cache system.
- Transportation of personnel, supplies and equipment.
- Port loading, off-loading and handling costs.
- Cost to repair or recondition non-consumable items returned.
- Replacement cost of supplies and equipment furnished and not returned.
- Cost of replacement and/or repair of items damaged at the incident with the exclusion of items listed under 100.4 Non-reimbursable Costs. (Also excluded are components that are replaced due to time-compliance requirements.
- Cost to pack and crate supplies and equipment.
- Cost of petroleum, oils and lubricants (POL including aviation POL).
- Cost to replace supplies and equipment lost, destroyed or damaged beyond economical repair, as determined by report of survey. Military aircraft, motor vehicles and water craft are excluded from this cost.
- The cost of aircraft flight hours based on DOD US Government Agency flying-hour rates (which does not include personnel costs) current at the time support was provided.
- Costs of any rehabilitation or modification of military real property if modification was requested by the Agency (e.g., painting of aircraft).
- Restoration of military real property if the property was altered to the extent the military has no future use for it.
- Long Distance Telephone Calls. Regular military personnel are government employees. Phone calls should "normally" be 10 minutes or less. Phone calls must be limited to the 50 states, or their residence country or territory of the United States. (900 CALLS ARE NOT APPROVED.) The IC must assess the availability of telephone facilities in each case and determine if telephones will be available for employee use. Due to the nature of fire emergencies and the demand for communication facilities for fire business, there will be few instances where telephones are available to employees for phone calls home. Routine personal phone calls home are a privilege, not an employee "right" and are subordinated to incident suppression activities. Regulations specifically prohibit installing additional

telephones or increasing levels of service on existing telephones to accommodate calls home.

- Medical Care. Immediate emergency care as a result of support to the incident. Military Medical Units will provide treatment for military personnel when available. Agency Provided Medical Care (APMC) will be provided beyond what the Military Medical Unit can provide or when a Unit is not available. Military personnel will comply with Agency reporting requirements for APMC.
- Haircuts (at no cost to military personnel).
- Laundry Service.
- Restocking of medical supplies used on incident from military medical unit.
- Cost to store military personnel's personal belongings if additional costs are incurred.
- Airport landing and associated fees.

100.3.1 Acquisition of Non-Standard items: The NICC Center Manager at NIFC facilitates through the fiscal officer the issuing of funding authority early in Preparedness Level 4 to the 5th Army for the acquisition of pre-approved, non-standard items and services. The NICC Center Manager or the National Military Logistics Coordinator, in conjunction with the fiscal officer, must validate and approve any other advance purchases to be charged to the agency's funds.

NIFC pre-approved funded items include:

- Boots, suitable for fire suppression duties - 560 pair.
- A combined total of 4-6 military/GSA/rental/lease vehicles for command & control personnel.
- Express mail delivery (Federal Express, UPS, etc) from Home Station to the incident every other day.

100.4 Non-reimbursable Costs. The following costs for military assistance are normal operating expenses of the military and are not reimbursable:

- Regular pay and allowances of military personnel.
- Administrative overhead costs.
- Annual leave, sick leave, retirement and other military or civilian benefits.
- Cost of telephone or other electrical transmission used to requisition items for incidents or to replenish depot stocks.
- Charges for military motor vehicles or water craft use (except POL).
- Army aircraft, motor vehicles or water craft damaged, lost, destroyed or abandoned.
- Daily newspaper distribution.
- Office of Workers Compensation Program (OWCP).
- Personal comfort items; deodorant, toothpaste, etc.
- Battalion specific insignia items, such as flags, patches, t-shirts, banners.
- Purchase of property items, such as copiers, facsimile machines, personal computers, laptops, printers, cameras, GPS units.
- Wear and tear on personal uniforms and unit property

100.4.1 Non-Consumable Property. Any non-consumable property issued to military personnel and not returned (e.g. handheld radios, GPS units, cellular phones, chainsaws) and not returned to the incident agency will result in billing to the military installation for replacement cost.

100.5 Additional Personnel Requests. Any additional personnel must be approved by the NICC Center Manager. The NICC Center Manager will forward to the NIFC Administrative Officer (AO) the number of individuals, purpose, and transportation method. Approval will be given through the AO and all billings must show these costs by category.

100.6 Claims. Military equipment lost, stolen, damaged, or destroyed may be subject to reimbursement for repairs or replacement. Sufficient documentation must be provided which includes the circumstances surrounding the claim, costs, and other pertinent information with all billing documents. A statement from a fire official must be attached. Upon receipt of the information, a determination will be made. Claims for personal belongings which are lost, stolen, damaged, or destroyed are subject to the military claims process. The incident should provide the individual with the agency's claim form for immediate documentation. Military personnel upon return from their assignment, should submit the claim through their process. If approved by the military, the DoD installation may bill the wildland fire agency the cost of reimbursement.

100.7 Billing Procedures. All billings will be made on SF-1080 billing documents. These documents will be supported by detailed listings, by category, and sent to the Fifth U.S. Army Director of Resource Management (DCSRM). The DCSRM will forward copies (with supporting documents) to the Agency at NIFC which received military assistance.

Persons preparing SF-1080 will ensure:

- Charges are accurate.
- Station number, complete accounting classification and the correct appropriation or fund account to be credited are shown.

Requests for repayment will be in sufficient detail to identify and segregate:

- Personnel expenditures (civilian pay).
- Travel and per diem (civilian and military).
- Transportation.
- Aircraft flight hours and use rates.
- Rehabilitation, modification or restoration of military real property.
- Personal equipment and supplies.
- Medical supplies/equipment.
- Unique items that were approved beyond the standard items.

## APPENDIX

Exhibit 1	--	Training - Mobilization Process
Exhibit 2	--	ICS - Military Organization
		a. One Battalion
		b. Two Battalions with Area Command
Exhibit 3	--	Military - Civilian Aviation Comparisons
		a. Military - Civilian Helicopter Comparison
		b. ICS - Military Aviation Relationships
Exhibit 4	--	Insignia and Rank of Enlisted Personnel
Exhibit 5	--	Insignia and Rank of Officer Grades
Exhibit 6	--	Agreement between Department of the Army/DoD Executive Agent and National Interagency Fire Center (under revision)
Exhibit 7	--	Common Military Terms
Exhibit 8	--	Military Abbreviations and Acronyms
Exhibit 9	--	NIMS Incident Command System Glossary
Exhibit 10	--	Organization of Military Training Group
Exhibit 11	--	Continental United States Army Areas
Exhibit 12	--	Mobilization Issues and Questions
Resource Order Instructions		
Exhibit 13	--	Overhead Resource Order
Exhibit 14	--	Supplies Resource Order (BDU)
Exhibit 15	--	Equipment Resource Order

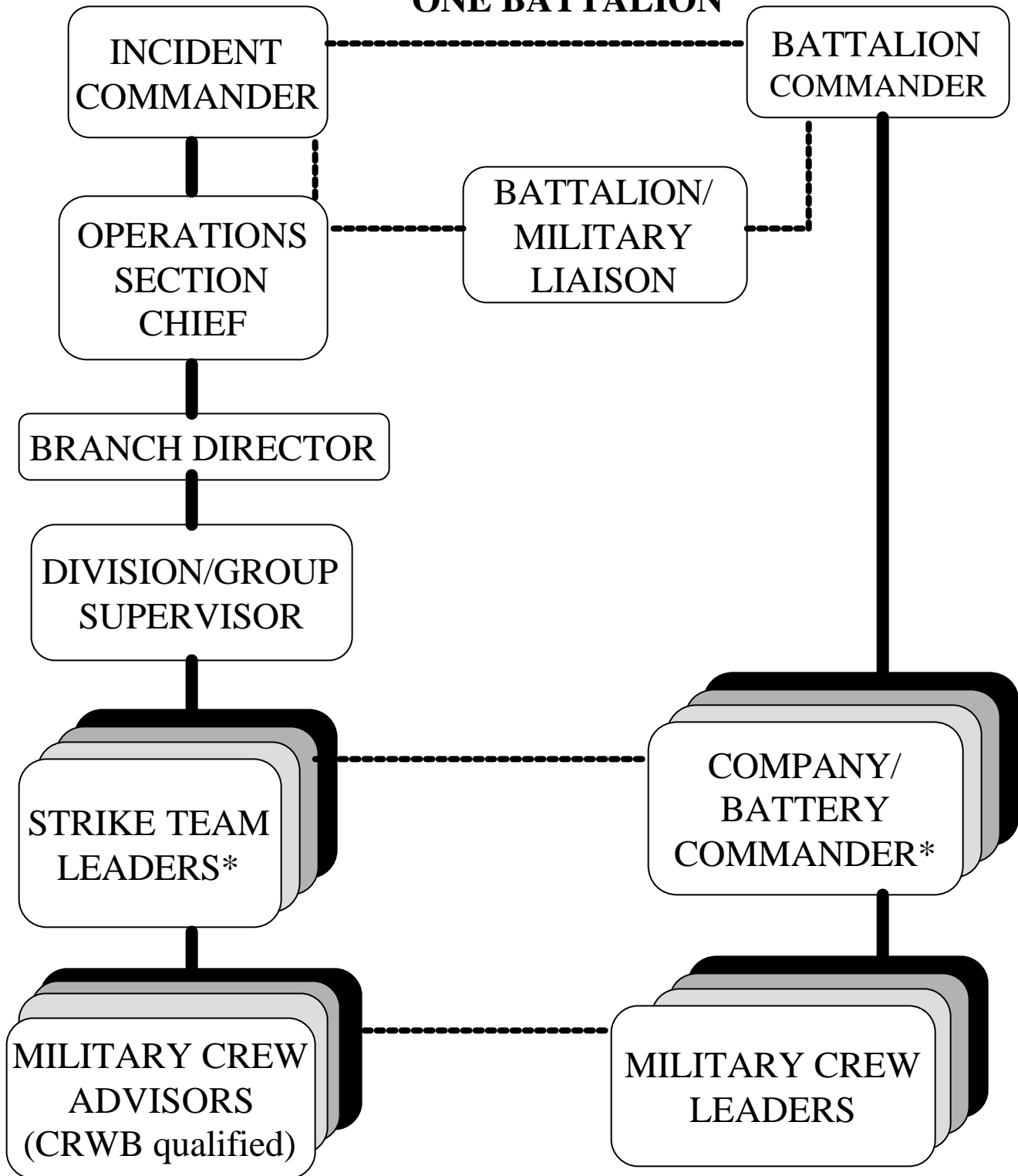
## **TRAINING - MOBILIZATION PROCESS MILITARY FIREFIGHTERS**

- DAY 1: NIFC Directorate approves ordering military assets  
Order is placed with DOMS
- DAY 2: NIFC Advanced Party travels to military installation  
NIFC Training Staff mobilized and assembled in Boise
- DAY 3: NIFC Advanced Party Orientation for Commanding Officer and staff  
at unit Home Station  
Arrangements/preparations made for classroom training  
NIFC Training Staff travels to military installation
- DAY 4: Five hour classroom training for military  
PPE Issuance to military personnel
- DAY 5: Travel from military installation to incident
- DAY 6: First day field training
- DAY 7: Second day field training
- DAY 8: First operational assignment

# ICS-MILITARY RELATIONSHIP

## ONE BATTALION

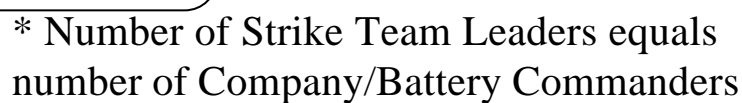
Exhibit 2  
Page 1 of 2



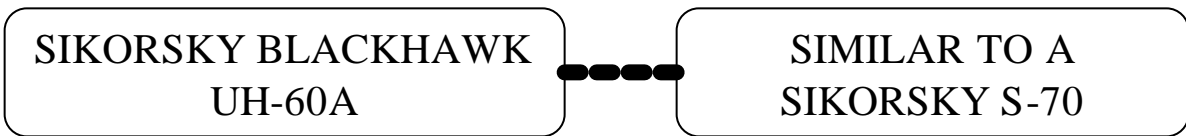
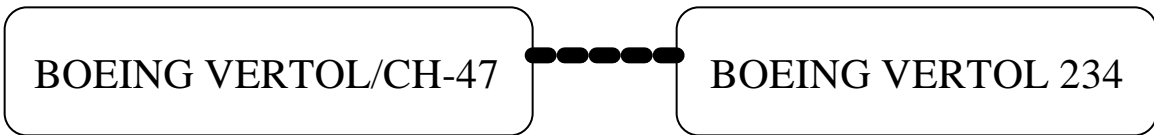
\* Number of Strike Team Leaders equals  
number of Company/Battery Commanders



Exhibit 2  
Page 2 of 2

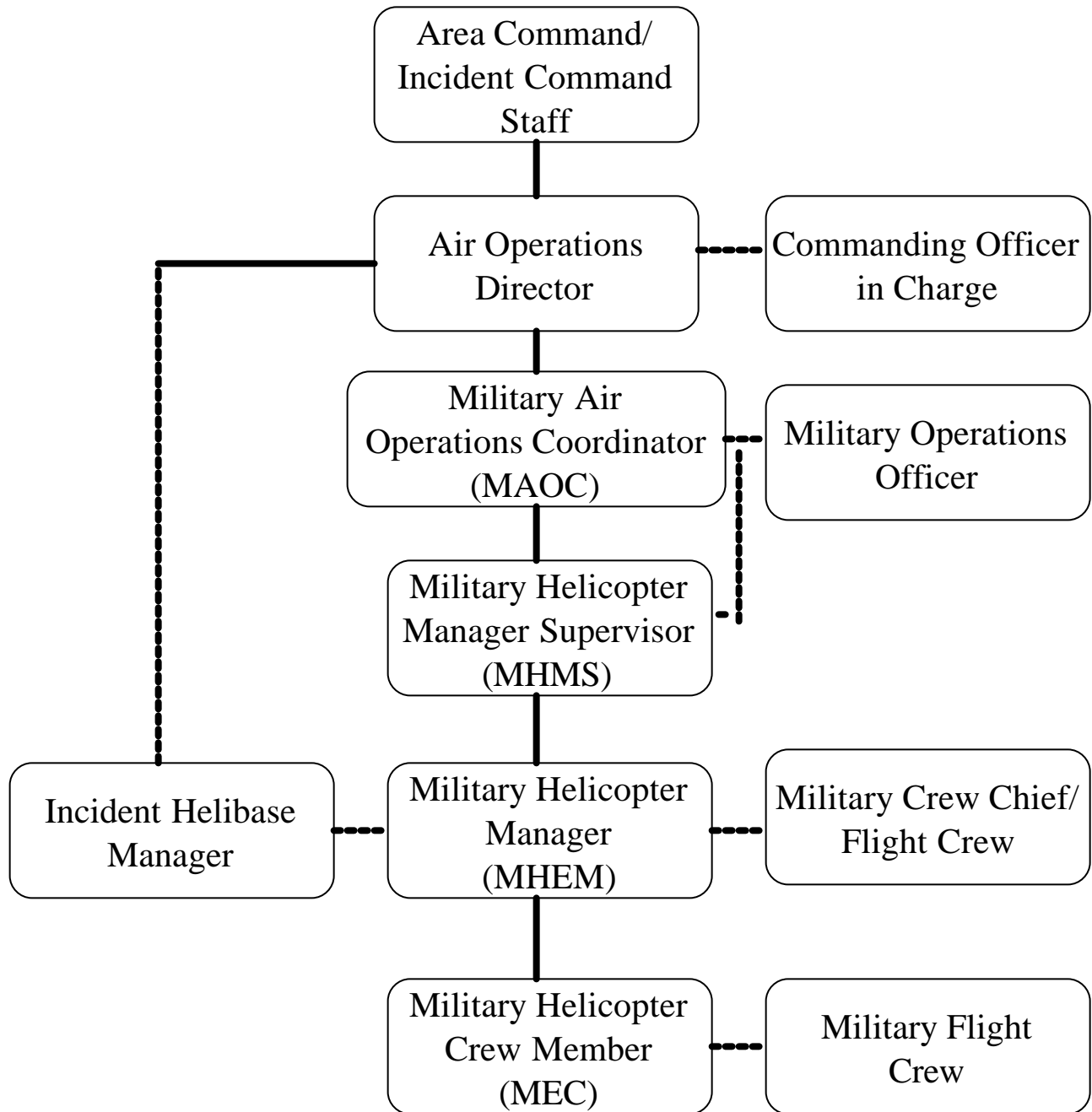


## MILITARY TO CIVILIAN HELICOPTER COMPARISON





















# ICS-MILITARY RELATIONSHIP AVIATION











Exhibit 3  
Page 2 of 2












# ENLISTED INSIGNIA OF THE ARMED FORCES OF THE UNITED STATES

	E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9
NAVY									
Seaman Recruit	Seaman Apprentice	Seaman	3 <sup>rd</sup> Class Petty Officer	2 <sup>nd</sup> Class Petty Officer	First Class Petty Officer	Chief Petty Officer	Senior Chief Petty Officer	Master Chief Petty Officer	Command Master Chief Petty Officer












MARINE									
Private	Private First Class	Lance Corporal	Corporal	Sargent	Staff Sargent	Gunnery Sargent	Master Sargent	Sargent Major	Master Gunnery Sargent

ARMY									
Private	Private 2	Private First Class	Corporal	Sargent	Staff Sargent	Sargent First Class	Master Sargent	Sargent Major	Command Sargent Major
									
			Specialist						












AIR FORCE									
Airman Basic	Airman	Airman First Class	Sargent	Staff Sargent	Technical Sargent	Master Sargent	Senior Master Sargent	Chief Master Sargent	Command Chief Master Sargent

NOTE: Air Force, Army and Marines designate a First Sargent with a diamond in the middle of chevrons.










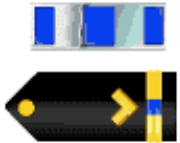



# UNITED STATES ARMED FORCES OFFICER RANK INSIGNIA

0-1	0-2	0-3	0-4	0-5	0-6	0-7	0-8	0-9	0-10	SPECIAL
										
Ensign	Lieutenant Junior Grade	Lieutenant	Lieutenant Commander	Commander	Captain	Rear Admiral Lower Half	Rear Admiral Upper Half	Vice Admiral	Admiral	Fleet Admiral

## ARMY, AIR FORCE AND MARINES

										
Second Lieutenant	First Lieutenant	Captain	Major	Lieutenant Colonel	Colonel	Brigadier General	Major General	Lieutenant General	General	General of the Staff (State Service)

## WARRANT OFFICERS

ARMY	NAVY	MARINES	AIR FORCE
<b>V-1</b> 	<b>NONE</b>		<b>The Air Force has no Warrant Officers</b>
<b>V-2</b> 			<b>NOTES</b> <ol style="list-style-type: none"> <li>There is no 5 Star Rank for the Marine Corps.</li> <li>The 5 Star Rank is used for wartime operations.</li> <li>Commissioned officers are confirmed by the senate.</li> <li>Warrant Officers receive warrants from service secretaries.</li> <li>They receive commissions from the president upon Promotion to Chief Warrant Officer 2.</li> <li>Any grade above W-1 (Warrant Officer) is called Chief Warrant Officer.</li> </ol>
<b>V-3</b> 			
<b>V-4</b> 			
<b>V-5</b> 	<b>NONE</b>		

**The Agreement between the  
National Interagency Fire Center and the  
Department of Army/Department of Defense Executive Agent  
is under revision.**

## COMMON MILITARY TERMS

Assign:	<ol style="list-style-type: none"><li>1. The placement of units or personnel in an organization where such placement is relatively permanent and/or such organization controls and administers the units or personnel for the primary function, or greater portion of the functions, of the unit or personnel.</li><li>2. The detailing of individuals to special duties or functions where such duties or functions are primary and/or relatively permanent.</li></ol>
Attach:	<ol style="list-style-type: none"><li>1. The placement of units or personnel in an organization where such placement is relatively temporary. Subject to the limitations of the attachment order, the commander of the formation, unit, or organization receiving the attachment will exercise the same degree of command and control as he does over units and persons belonging to his command. However, the responsibility for transfer and promotion of personnel will normally be retained by the parent formation, unit, or organization.</li><li>2. The detailing of individuals to specific functions where such functions are secondary or relatively temporary.</li></ol>
Battery:	<ol style="list-style-type: none"><li>1. Tactical and administrative artillery unit or subunit corresponding to a company or similar unit.</li><li>2. All guns, torpedo tubes, searchlights, or missile launchers of the same size or caliber or used for the same purpose, either installed on one ship or otherwise operating as an entity.</li></ol>
Billet:	<ol style="list-style-type: none"><li>1. Shelter for troops.</li><li>2. To quarter troops.</li><li>3. A personnel position or assignment which may be filled by one person.</li></ol>
Chain of Command:	The succession of commanding officers and non-commissioned officers from a superior to a subordinate through which command is exercised.
Collection Point:	A point designated for the assembly of personnel casualties, prisoners of war, stragglers, disabled material or salvage for further movement to collecting stations or rear installations.
Command:	<ol style="list-style-type: none"><li>1. The authority which a commander in the military service lawfully exercises over his subordinates by virtue of rank or assignment. Command includes the authority and responsibility for effectively using available resources and for planning the employment of, organize, directing, coordinating, and controlling military forces for the accomplishment of assigned missions. It also includes responsibility for health, welfare, morale and discipline of assigned personnel.</li><li>2. An order given by a commander - that is, the will of the commander</li></ol>

expressed for the purpose of bringing about a particular action.

3. A unit or units, an organization or an area under the command of one individual.

Command Post: A unit's or subunit's headquarters where the commander and the staff perform their activities.

- Critical Point:
1. A key geographical point or position important to the success of an operation.
  2. In point of time, a crisis or a turning point in an operation.
  3. A selected point along a line of march used for reference in giving instructions.
  4. A point where there is a change of direction or change in slope in a ridge or stream.
  5. Any point along a route of march where interference with a troop movement may occur.

Deadline: To remove a vehicle or piece of equipment from operation or use for one of the following reasons.

- a. is inoperative due to damage, malfunctioning, or necessary repairs. The terms does not include items temporarily remove from use by reason of routine maintenance and repairs which do not affect the combat capability of the item;
- b. is unsafe, and
- c. would be damaged by further use.

Deploy: 1. In a strategic sense, to relocate forces to desired areas of operations.

Distance: The space between adjacent men, vehicles, or units in a formation measured from front to rear.

- Echelon:
1. A subdivision of a headquarters, i.e. forward echelon, rear echelon.
  2. Separate level of command. As compared to a regiment, a division is a higher echelon; a battalion is a lower echelon.

- Front:
1. The lateral space occupied by an element, measured from the extremity of one flank to the extremity of the other flank.
  2. The direction of the enemy.
  3. The line of contact of two opposing forces.

General Orders: Permanent instructions issued in order form that apply to all members of a command, as compared with special orders which affect only individuals or small groups. General orders are usually concerned with matters of policy or administration.



Helicopter:	A specified ground area for landing assault helicopters to embark or disembark troops and/or cargo.
Landing Zones:	A landing zone may contain one or more landing sites.
HMMWW:	High Mobility Multi-wheeled Vehicle; a multi-purpose vehicle used for Command/Control, ambulance, personnel carrier. Seats four to six, based on configuration.
Lines of Communication:	All of the routes, land, water and air, which connect an operating military force with a base of operations, and along which supplies and reinforcements move.
Logistics:	<p>The science of planning and carrying out the movement and maintenance of forces. In its most comprehensive sense, those aspects of military operations which deal with:</p> <ol style="list-style-type: none"><li>design and development, acquisition, storage, movement, distribution, maintenance, evacuation, and disposition of material;</li><li>movement, evacuation, and hospitalization of personnel.</li><li>acquisition or construction, maintenance, operation and disposition of facilities; and</li><li>acquisition or furnishing of services.</li></ol>
Mission:	<ol style="list-style-type: none"><li>1. The objective; the task together with the purpose which clearly indicate the action to be taken and the reason therefore.</li><li>2. In common usage, especially when applied to lower military units, a duty assigned to an individual or unit, a task.</li><li>3. The dispatching of one or more aircraft to accomplish one particular task.</li></ol>
Objective:	The physical object of the action taken, i.e. a definite tactical feature, the seizure and/or holding of which is essential to the commander's plan.
Occupy:	To take possession of or to remain in a place or area.
Operation Order:	(OPORD) A directive, usually formal, issued by a commander to subordinate commanders for the purpose of effecting the coordinated execution of an operation.
Order:	A communication, written, oral, or by signal, which conveys instructions from a superior to a subordinate. In a broad sense, the term "order" and "command" are synonymous. However, an order implies discretion as to the details of execution whereas a command does not.
Organize:	To prepare a position or terrain for defense.

Patrol:	A detachment of ground, sea, or air forces sent by larger unit for the purpose of gathering information or carrying out a destructive, harassing, mopping-up, or security mission.
Reconnaissance:	A mission undertaken to obtain, by visual observation or other detection methods, information about the activities and resources of an enemy or potential enemy; or to secure data concerning the meteorological hydrographic. or geographic characteristics of a particular area.
Reinforce:	To strengthen by the addition of personnel or military equipment.
Reserve:	A fraction of a unit held initially under the control of a unit leader as a maneuvering element to influence future action.
Secure:	To gain possession of a position or terrain feature with or without force, and to make such disposition as will prevent, as far as possible, its destruction or loss by enemy action.
Site:	The position of anything, i.e. the position of a gun emplacement
Support:	<ol style="list-style-type: none"><li>1. The action of a force which aids, protects, complements, or sustains another force in accordance with a directive requiring such action.</li><li>2. A unit which helps another unit in battle.</li><li>3. A part of any unit held back at the beginning of an attack as a reserve.</li><li>4. An element of a command that assists, protects, or supplies other forces in combat.</li></ol>
Tactics:	<ol style="list-style-type: none"><li>1. The employment of units in combat.</li><li>2. The ordered arrangement and maneuver of units in relation to each other and/or to the enemy in order to realize their full potentialities..</li></ol>
Unit:	Any military element whose structure is prescribed by component authority, such as a table of organization and equipment; specifically part of an organization.

## **Military Abbreviations and Acronyms**

O-1 / O-2	Lieutenant	2LT/1LT
O-3	Captain	CPT
O-4	Major	MAJ
O-5	Lieutenant Colonel	LTC
O-6	Colonel	COL
S-1	Adjutant i.e. Personnel	
S-2	Intelligence	
S-3	Operations	
S-4	Logistics/Supply	
WO	Warrant Officer (1,2,3,4, 5)	
AAFES	Army & Air Force Exchange System	
ADVON	Advanced Echelon	
APOD	Aerial Port of Debarkation	
ASL	Authorized Stockage List	
ASO	Aviation Safety Officer	
AVIM	Aviation intermediate maintenance - intermediate maintenance which includes changing engines, major components, etc. Provided by the deploying unit.	
AMCOM	Aviation and Missile Command Representative with headquartered at Huntsville, Alabama. Can provide authorization and maintenance facilities, parts, etc and liaison to military aviation field units.	
AVUM	Aviation Unit Maintenance - normal day-to-day maintenance required for operational flying.	
BAS	Battalion Aid station	
Battalion (aircraft)	45 aircraft with support personnel	

CH-47	Chinook helicopter
Company (aircraft)	15 aircraft and approximately 51 people
CRT	Closed Circuit Refueling Nozzle
Dust-Off	Dedicated Medical Evacuation Aircraft
FARP	Forward arming and refueling point
HEMTT	Heavy Expanded Mobile Tactical Truck; if aviation support, a six wheel, 2,500 gallon fuel tanker (M978). Requires one C-130 to transport each HEMTT.
HMMWV	High Mobility Multi-purpose Wheeled Vehicle
IP	Instructor Pilot
MHE	Material Handling Equipment
MWR	Morale, Welfare, & Recreation
OCIE	Organizational Clothing and Individual Equipment
OPCON	Operational Control
OPORD	Operational Order
Platoon	5 aircraft and approximately 21 people
POC	Point of Contact
Scamp	Small crane with a 30' boom and 6,000 lb. capacity
SP	Standardization Pilot
TACON	Tactical Control
TOC	Tactical Operations Center
UH-1H	"Huey" helicopter, similar to a Bell 205
UH-1B	"Huey" helicopter, similar to a Bell 204
UH-60	Blackhawk helicopter

NATIONAL INTERAGENCY INCIDENT MANAGEMENT SYSTEM  
Glossary of Terms For The Incident Command System (ICS)

**Agency Representative:** An individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting the agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer.

**Aviation Resources:** Resources assigned to an incident and available for an assignment within three minutes.

**Branch:** The organizational level having functional/geographic responsibility for major segments of incident operations. The Branch level is organizationally between Section and Division/Group.

**Camp:** A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

**Check-in:** Locations where assigned resources check in at an incident. The locations are: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Division Supervisors (for direct line assignments). Check-in at one location only and complete the ICS for M-211.

**Clear Text:** The use of plain English in radio communications transmissions. No Ten Codes, or agency specific codes are used when using Clear Text.

**Command Staff:** The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer, who report directly to the Incident Commander.

**Division:** Divisions are normally established to divide an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the span-of-control of the Operations Chief. A division is supervised within the organization between the Task Force/Strike Team and the Branch (See also "Group").

**Dozer:** Any tracked vehicle with a blade for exposing mineral soil with transportation and personnel for its operation.

**Dozer Plow:** Any vehicle with a plow for exposing mineral soil with transportation and personnel for its operation.

**Engine:** Any ground vehicle providing specified levels of pumping, water, and hose capacity, but with less than the specified level of personnel, more than 75 gallons.

**Engine Company:** Any ground vehicle providing specified levels of pumping, water, hose capacity, and personnel.

General Staff: The group of incident management personnel comprised of:

-- Incident Commander	-- Operations Chief
-- Planning Chief	-- Logistics Chief
-- Finance Chief	-- Safety Chief

Group: Groups are normally established to divide the incident into Functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division.

Helibase: The Main location, within the general incident area, for parking, fueling, maintenance, and lodging of helicopters. It is usually located at or near the incident base.

Helicopter Managers: Civilian helicopter managers will act as liaison between the aircraft and incident helibases/helisports. Order one manager for each operational helicopter (75 percent AVUM) plus two for rotation, relief, and to assist agency air operations director.

Helispot: A location where a helicopter can take off and land. Some helispots may be used for temporary retardant loading.

Incident Action Plan: Contains objectives reflecting the overall incident strategy, and special control actions for the next operational period. When complete, the Incident Action Plan will have a number of attachments.

Incident Base: That location at which the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base".) The Incident Command Post may be co-located with the Base. There is only one Base per incident.

Incident Command System: The combination of facilities, equipment, personnel, procedures, and communications operation with a common organizational structure, with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

Incident Command Post (ICP): The location at which the primary command functions are executed and usually co-located with the incident base.

Message Center: The message center is part of the Incident Communications Center and is co-located or placed adjacent to it. It receives, records, and routes information about resources reporting to the incident, resource status, and administration and tactical traffic.

National Interagency Incident Management System (NIIMS): Consists of five major subsystems which collectively provide a total systems approach to all-risk incident management. The subsystems are: The Incident Command System; Training: Qualifications and Certification: Supporting Technologies; and Publications Management.

Patrol Unit: Any light, mobile unit, having limited pumping and water capacity, 75 gallons or less.

Restat: An acronym for the Resource Unit - a unit within the Planning Section responsible for

tracking resources assigned to an incident.

Section: That organization level having functional responsibility for primary segments of the incident such as: Operations, Planning, Logistics, Finance. The Section is organizationally between Branch and Incident Commander.

SISTAT: An acronym for the Situation Unit - a unit within the Planning section responsible for keeping track of incident events.

Span-of-Control: The supervisory ratio of from three to seven individuals with five being established as a general rule of thumb.

Staging Area: A temporary on-incident location where incident personnel and equipment are assigned on a three-minute available status.

Strike Team: Specified combinations of the same kind and type of resources, with common communications and a leader.

Task Force: Any combination of resources with common communications and a leader.

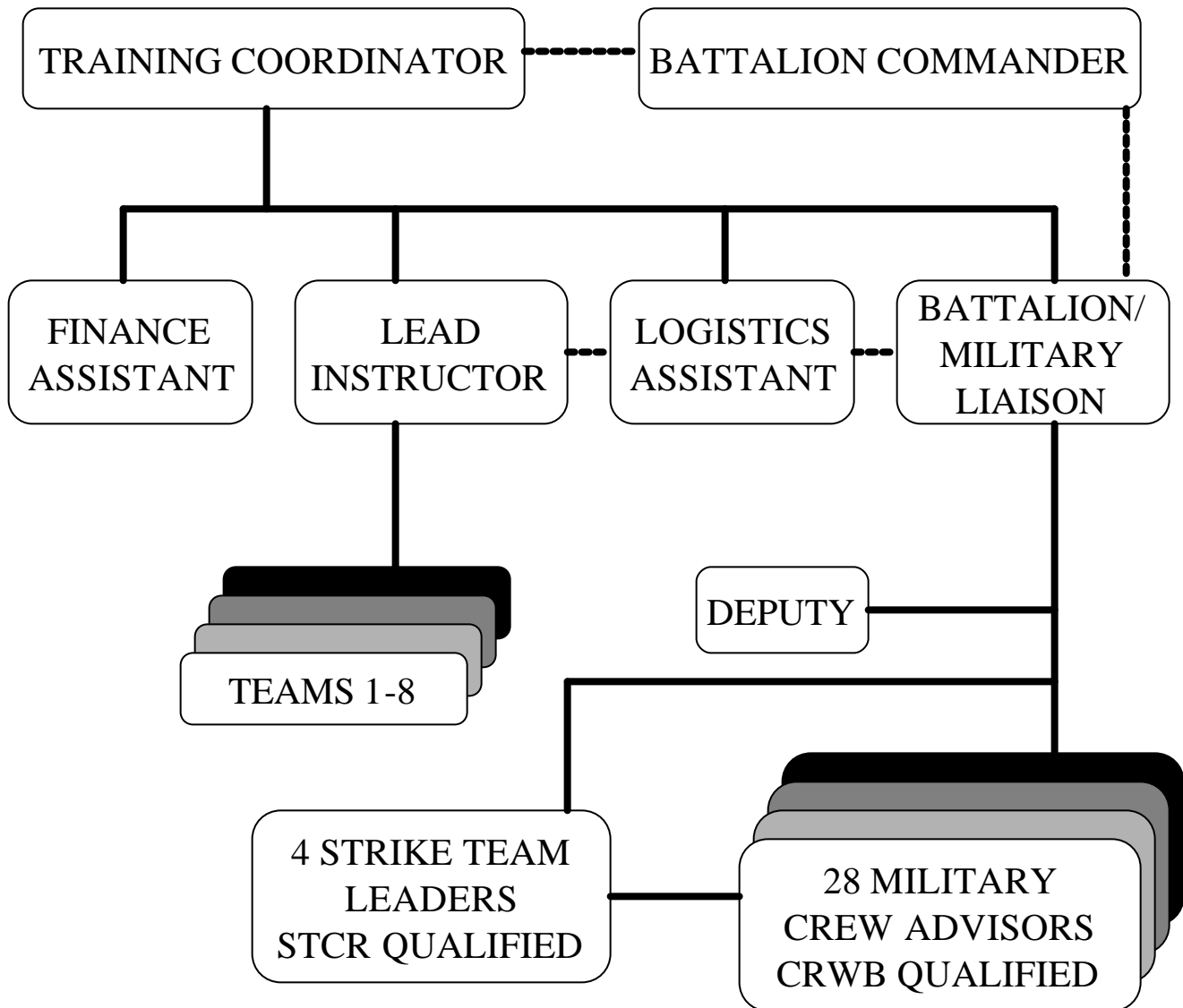
Unified Command: A method for all agencies or individuals who have jurisdictional responsibility, and in some cases those who have functional responsibility at the incident, to contribute:

Determining overall objectives for the incident. Selection of a strategy to achieve the objectives.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance activity.

# ORGANIZATION OF MILITARY TRAINING GROUP

Exhibit 10  
Page 1 of 1



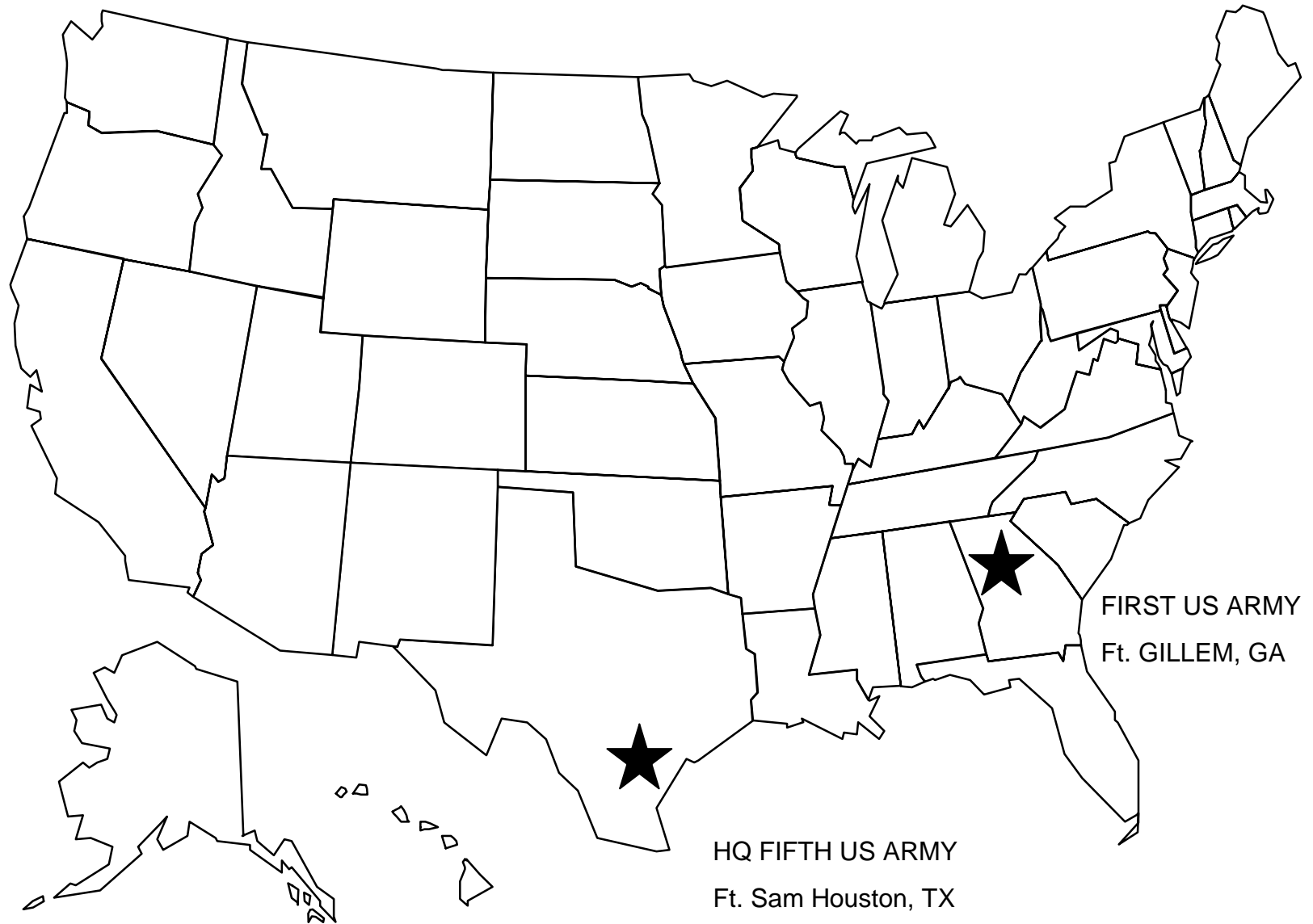
DIRECT RELATIONSHIP



COORDINATION/ADVISORY ROLE



## CONTINENTAL UNITED STATES ARMY AREAS



## **Mobilization Issues and Questions**

### **G1 ISSUES**

1. No civilian clothes - what about redeploy for emergency leave?
2. Postal address of incident(s).
3. PX support - what is available to soldiers?
4. Pay support - Are check cashing facilities available?
5. Personnel replacements - What is policy of replacing soldiers evacuated due to injury or emergency leave?

### **G4 ISSUES**

1. Are Class I (meals) provided during deployment?
2. Is potable water supply support provided?
3. Are tents required for billeting troops? If so, type & quantity?
4. Will NIFC provide tents, heaters, & lights?
5. Are all firefighting tools provided?
6. Are pin-on name plates & rank required?
7. Can we DX our OCIE at a nearby Army installation? What is the designated military support installation for each site?
8. Will bulk POL (petroleum, oil, lubricants) and common packaged POL be provided? If so, do we need bulk fuel tankers? Is aviation fuel (tested & certified) available? If so, bulk, retail, location? Who will retail to us?
9. Class VI (personal comfort) items available at incidents? If not, who can we coordinate with to arrange for mobile PX-type support? What is the distance from soldier billets? Will personnel shuttle bus be available from shopping area to living area?
10. Is Material Handling Equipment (MHE) required? MHE - loaders, forklifts, etc.
11. Does NIFC provide transportation from airport to fire camp? Pax? Cargo?
12. Is ground transportation provided for shuttling troops to the fireline? For unit cargo carrying? For extended trip to airport for emergency leave?
13. What aircraft ground support equipment should be shipped? What will be provided?  
  
By whom?

G4 ISSUES -- Continued

14. Will contract ice be available?

G4 ISSUES Division Transportation Officer (DTO)

1. Type & number of aircraft for PAX?
2. Type & number of aircraft for cargo?
3. Estimated time aircraft will arrive at embarkation airport?
4. Schedule time for TF #1 departure?
5. Schedule time for TF #2 departure?
6. Confirm APOD for TF #1 & TF #2?
7. Availability of MHE at APOD & fire camp?
8. What type of transportation assets are available for onward movement of PAX from APOD to fire camp?
9. What is the distance between APOD(s) and fire camp?
10. What type of transportation assets are available for onward movement of Red TAT TF ?? cargo (tents, etc.) from APOD to fire camp.
11. What type of transportation is available for personnel during non-duty hours?

## DIVISION SURGEON

1. Class VIII resupply - mechanism and delivery timeframes?
2. Patient evacuation - communications & availability?
3. Hospitalization - availability & tracking of hospitalized soldiers?
4. Transportation of Battalion Aid Station (BAS) equipment from APOD to field site & return?
5. Medical treatment of non-military patients by medical personnel - authorization, legality, expectations?

## COMPTROLLER / RESOURCE MANAGEMENT ISSUES

1. What items will NIFC & FORSCOM fund in support of military firefighters?
2. How does an installation bill NIFC & FORSCOM? What supporting documentation will be required?
3. Will NIFC or FORSCOM reimburse the Division for the Advance Party TDY? NO
4. Will we receive funding for our aviation support, or will that be charged against our Flying Hour Program?
5. Who will pay for individual clothing/equipment losses to the soldier due to firefighting?
6. Who will pay for organizational equipment losses to the units due to firefighting?
7. What is a Resource Order Number?  
Identifies a State - IDaho, an administrative unit - NIC, and a sequential order number - 01001  
Each incident is assigned a unique Order Number  
Examples: ID-NIC-01001  
ID-PAF-23 Idaho, Payette National Forest, 23rd order  
MT-BRF-P14500
8. What is a charge code?  
A term used by fire agencies. Agency and incident specific fiscal code.  
Example: 2821-00-9501
9. What is a "P" number?  
A term used by the USDA Forest Service. An USFS specific fiscal code for an incident.  
Example: P45934